



TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
REGULAR COUNCIL MEETING  
MARCH 10, 2014  
AGENDA

Time: 7:00 P.M.  
Place: Council Chambers

**CALL TO ORDER**

**AGENDA:** ADOPTION OF AGENDA

**MINUTES:** REGULAR MEETING MINUTES FEBRUARY 24, 2014

**DELEGATIONS:**

1. YOUNG PARKYN McNAB LLP  
RE: Draft Financial Statements for 2013
2. CLARESHOLM MUSEUM BOARD  
RE: Executive Director Position
3. PRAIRIE WINDS CLUBHOUSE  
RE: May 2014 Visit from Clara Hughes

**ACTION ITEMS:**

1. DELEGATION RESPONSES: Alberta Health Services/MD of Willow Creek  
RE: AHS EMS Clinical Operations/Plan for Response Units
2. DELEGATION RESPONSE: Claresholm Public Library Board  
RE: 2014 Proposed Budget
3. BYLAW #1594: Friends of the Claresholm Public Library Loan  
RE: 1<sup>st</sup> Reading
4. BYLAW #1595: Tax Penalty Bylaw Amendment  
RE: 1<sup>st</sup> Reading
5. CORRES: Alberta Utilities Commission (AUC)  
RE: CERC Route
6. CORRES: Loan Doctor Inc.  
RE: Used Car Sale at Claresholm Community Centre
7. CORRES: Claresholm 2015 SASG Committee  
RE: Support for 2015 Southern Alberta Summer Games
8. CORRES: Claresholm Seniors Drop in Centre  
RE: 2014 Liability Insurance
9. CORRES: Foothills High School Rodeo Club  
RE: High School Rodeo Sponsorship
10. CORRES: Claresholm Midget Thunder Hockey Team  
RE: Provincial Hockey Tournament March 21-23, 2014
11. CORRES: Municipal District of Willow Creek  
RE: Emergency Services Mutual Aid Agreement
12. STAFF REPORT: Property Taxes Due Date Change
13. COUNCILLOR FORD: Request to Attend EDA Professional Conference
14. STAFF REPORT: Request for Proposal for Multiuse Community Building and Town Hall Update
15. STAFF REPORT: Request for Proposal for General Contractor Services
16. COUNCIL COMMUNITY SURVEY & VISIONING SESSION RESULTS
17. DRAFT 2014 OPERATING BUDGET
18. STAFF REPORT: MSI Operating Grant 2014 Proposed Funding
19. ADOPTION OF INFORMATION ITEMS
20. IN CAMERA: Development

**INFORMATION ITEMS:**

1. Cheque Listing for Accounts Payable – February 2014
2. Mayors & Reeves of Southwest Alberta Meeting Minutes – February 7, 2014
3. Oldman River Regional Services Commission Executive Meeting Minutes – January 9, 2014
4. Chinook Country Tourist Association Annual General Meeting Invite – April 8, 2014
5. WCCHS Navigator – March 3, 2014
6. Oldman Watershed Council Newsletter – February 2014
7. Claresholm & District Transportation Society Meeting Minutes – February 21, 2014
8. Alberta SouthWest Bulletin – March 2014
9. Alberta SouthWest Regional Alliance Board Meeting Minutes – February 5, 2014
10. Municipal Planning Commission Meeting Minutes – February 7, 2014
11. Arts Touring Alliance of Alberta Meeting – May 10, 2014

**ADJOURNMENT**



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
REGULAR COUNCIL MEETING MINUTES  
FEBRUARY 24, 2014**

**CALL TO ORDER:** The meeting was called to order at 7:00pm by Mayor Rob Steel.

**PRESENT:** Mayor Rob Steel; Councillors: Jamie Cutler, Chris Dixon, Betty Fieguth, Shelley Ford, Mike McAlonan and Lyal O'Neill; Chief Administrative Officer: Kris Holbeck; Manager of Regulatory and Property Services: Jeffery Gibeau

**ABSENT:** Secretary-Treasurer: Karine Wilhauk

**AGENDA:** Moved by Councillor Cutler that the Agenda be accepted as presented.

**CARRIED**

**MINUTES:** **REGULAR MEETING – FEBRUARY 10, 2014**

Moved by Councillor Dixon that the Regular Meeting Minutes of February 10, 2014 be accepted as presented.

**CARRIED**

**DELEGATIONS:**

**1. ALBERTA HEALTH SERVICES: Nicholas Thain & Donald Allan  
RE: AHS EMS Clinical Operations**

Donald Allan and Dan Heyde appeared on behalf of Alberta Health Services (AHS) to present the current AHS operating plan. The plan includes the recent introduction of an ALS ambulance, to accompany the existing BLS ambulance that is currently operating in Claresholm. Future plans include the full integration of AHS dispatching services by April 2015.

**2. CLARESHOLM LIBRARY BOARD  
RE: 2014 Proposed Budget**

Lisa Anderson, Board Chair, and Kathy Davies, Manager, were present on behalf of the Library Board to discuss 2013 programing highlights and the request for a budget increase for 2014 of 1.5% or \$2,363.00.

**ACTION ITEMS:**

**1. DELEGATION RESPONSE – Claresholm Community Centre Association  
RE: 2014 Project Projection**

Referred to budget.

**2. DELEGATION RESPONSE – Faith Community Baptist Church  
RE: Future Plans for Town Office**

Received for information.

**3. CORRES: Claresholm & District Museum – Chairperson Jane Marsh  
RE: Recommendation to Hire an Executive Director**

Received for information.

**4. CORRES: Alberta Transportation – Minister Wayne Drysdale  
RE: Federal Gas Tax Fund Project Acceptance**

Received for information.

**5. STAFF REPORT: CAO – Update as at February 24, 2014**

Received for information.

**6. STAFF REPORT: PUBLIC WORKS/PARKS**

Received for information.

**7. STAFF REPORT: CAO – 2013 CAPITAL INFRASTRUCTURE PROJECTS UPDATE**

Received for information.

**8. STAFF REPORT: CAO – SURPLUS TRANSFERS TO RESERVES  
2013**

Moved by Councillor Fieguth to transfer \$12,736.17 from general reserves to operations.

**CARRIED**

Moved by Councillor Dixon to transfer \$6,901.90 to capital reserves from operations.

**CARRIED**

Moved by Councillor McAlonan to transfer \$3,963.07 to capital reserves from operations.

**CARRIED**

Moved by Councillor O'Neill to transfer \$664.52 to general reserves from operations.

**CARRIED**

Moved by Councillor Ford to transfer \$7,461.59 to general reserves from operations.

**CARRIED**

Moved by Councillor Dixon to transfer \$150,000 to general reserves from operations.

**CARRIED**

**9. ADOPTION OF INFORMATION ITEMS**

Moved by Councillor Ford to accept the information items as presented.

**CARRIED**

**10. IN CAMERA: DEVELOPMENT**

Moved by Councillor Cutler that this meeting go In Camera.

**CARRIED**

Moved by Councillor McAlonan that this meeting come out of In Camera.

**CARRIED**

**ADJOURNMENT:** Moved by Councillor Dixon that this meeting adjourn at 10:05 pm.

**CARRIED**

\_\_\_\_\_  
Mayor – Rob Steel

\_\_\_\_\_  
Chief Administrative Officer – Kris Holbeck

# **DELEGATIONS**

**TOWN OF CLARESHOLM**  
**Consolidated Financial Statements**  
**For the year ended December 31, 2013**

*Draft - March 4, 2014*

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**TOWN OF CLARESHOLM**  
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For the year ended December 31, 2013

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*Draft - March 4, 2014*

**INDEPENDENT AUDITORS' REPORT**

To: The Mayor and Members of Council of  
the Town of Claresholm

We have audited the accompanying consolidated financial statements of the Town of Claresholm which comprise the consolidated statement of financial position as at December 31, 2013, and the consolidated statements of operations, change in net financial debt and cash flow for the year then ended, and a summary of significant accounting policies and other explanatory information.

*Management's Responsibility for the Consolidated Financial Statements*

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian public sector accounting standards, and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

*Auditor's Responsibility*

Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

*Opinion*

In our opinion, the consolidated financial statements present fairly, in all material respects, the financial position of the Town of Claresholm as at December 31, 2013 and the results of its operations, changes in its net financial assets (debt), and its cash flows for the year then ended in accordance with Canadian public sector accounting standards.

Lethbridge, Alberta

March 24, 2014

Chartered Accountants

## MANAGEMENT REPORT

The consolidated financial statements are the responsibility of the management of the Town of Claresholm.

These consolidated financial statements have been prepared from information provided by management. Financial statements are not precise since they include certain amounts based on estimates and judgments. Management has determined such amounts on a reasonable basis in order to ensure that the financial statements are presented fairly, in all material respects.

The Town maintains systems of internal accounting and administrative controls that are designed to provide reasonable assurance that the financial information is relevant, reliable and accurate and that the Town's assets are properly accounted for and adequately safeguarded.

The elected Council of the Town of Claresholm is responsible for ensuring that management fulfils its responsibilities for financial statements. Council carries out its responsibility principally through the Finance and Administration and General Services committees.

The Council meets annually with management and the external auditors to discuss internal controls over the financial reporting process, auditing matters and financial reporting issues, and to satisfy itself that each party is properly discharging its responsibilities. Council also considers the engagement or re-appointment of the external auditors. Council reviews the monthly financial reports.

The consolidated financial statements have been audited by Young Parkyn McNab LLP, Chartered Accountants, the external auditors, in accordance with Canadian generally accepted auditing standards on behalf of the Council, residents and ratepayers of the Town. Young Parkyn McNab LLP has full and free access to the Council.

Chief Administrative Officer



**TOWN OF CLARESHOLM**  
**CONSOLIDATED STATEMENT OF FINANCIAL POSITION**  
**As at December 31, 2013**

	2013	2012
<b>Financial assets</b>		
Cash and temporary investments (note 2)	\$ 2,850,544	\$ 3,298,570
Taxes and grants in place of taxes receivable (note 3)	414,670	368,746
Trade and other receivables	735,563	409,775
Land held for resale	150,688	150,688
	4,151,465	4,227,779
<b>Liabilities</b>		
Accounts payable and accrued liabilities	435,777	439,720
Employee benefit obligations (note 5)	212,072	215,966
Deposits	53,687	61,822
Deferred revenue (note 6)	933,503	918,346
Long-term debt (note 7)	4,985,852	5,245,928
	6,620,891	6,881,782
<b>Net financial debt</b>	<b>(2,469,426)</b>	<b>(2,654,003)</b>
<b>Non-financial assets</b>		
Prepaid expenses	18,861	19,376
Inventory for consumption	203,647	211,271
Tangible capital assets (schedule 2)	27,276,011	27,673,040
	27,498,519	27,903,687
<b>Accumulated surplus</b> (note 8)	<b>\$ 25,029,093</b>	<b>\$ 25,249,684</b>

*Commitments and contingencies* (note 19)

Approved on behalf of Council:

Councillor \_\_\_\_\_

Councillor \_\_\_\_\_

**TOWN OF CLARESHOLM**  
**CONSOLIDATED STATEMENT OF OPERATIONS**  
For the year ended December 31, 2013

	Budget (Unaudited)	2013	2012
<b>Revenue</b>			
Net municipal taxes (note 11)	\$ 3,102,269	\$ 3,079,104	\$ 2,982,363
User fees and sales of goods	1,946,450	1,933,647	1,796,075
Government transfers for operating (note 12)	197,239	138,593	268,266
Investment income	35,000	31,979	35,747
Penalties and costs of taxes	131,000	188,360	107,735
Licenses and permits	52,800	46,574	56,500
Franchise and concession contracts	110,000	122,233	110,843
Rental	114,500	129,706	128,316
Other	95,850	144,496	102,604
Family and community support services	205,546	238,687	243,204
	<b>5,990,654</b>	<b>6,053,379</b>	<b>5,831,653</b>
<b>Expenses (note 13)</b>			
Legislative	73,000	75,586	60,524
Administration	977,152	920,249	998,775
Fire	193,055	192,296	206,399
Bylaw enforcement	115,000	106,170	90,450
Common and equipment pool	578,250	561,976	628,699
Roads, streets, walks and lighting	1,039,550	1,035,270	955,478
Airport	18,500	16,046	13,879
Storm sewers and drainage	187,500	134,869	221,464
Water supply and distribution	2,603,700	2,599,450	2,585,075
Wastewater treatment and disposal	450,750	412,199	365,633
Solid waste management	413,300	447,416	370,142
Family and community support services	202,246	232,107	247,305
Day care	48,126	48,126	48,126
Cemeteries and crematoriums	38,100	28,721	15,475
Other public health and welfare	54,500	12,736	35,614
Planning and development	273,050	257,605	232,732
Parks and recreation	819,000	920,318	844,686
Culture - libraries, museums and halls	384,575	380,826	339,594
	<b>8,469,354</b>	<b>8,381,966</b>	<b>8,260,050</b>
<b>Deficiency of revenue over expenses before other</b>	<b>(2,478,700)</b>	<b>(2,328,587)</b>	<b>(2,428,397)</b>
<b>Other</b>			
Government transfers for capital (note 12)	2,475,000	2,107,996	1,345,577
<b>Deficiency of revenue over expenses</b>	<b>(3,700)</b>	<b>(220,591)</b>	<b>(1,082,820)</b>
<b>Accumulated surplus, beginning of year</b>	<b>25,249,684</b>	<b>25,249,684</b>	<b>26,332,504</b>
<b>Accumulated surplus, end of year</b>	<b>\$ 25,245,984</b>	<b>\$ 25,029,093</b>	<b>\$ 25,249,684</b>

**TOWN OF CLARESHOLM**  
**CONSOLIDATED STATEMENT OF CHANGE IN NET FINANCIAL DEBT**  
**For the year ended December 31, 2013**

	Budget (Unaudited)	2013	2012
<b>Deficiency of revenue over expenses</b>	\$ (3,700)	\$ (220,591)	\$ (1,082,820)
Acquisition of tangible capital assets	(3,090,000)	(2,506,808)	(1,895,093)
Amortization	2,734,800	2,871,172	2,745,809
Loss (gain) on disposal of tangible capital assets	-	1,206	(34,002)
Proceeds on disposal of tangible capital assets	-	31,459	87,061
	(355,200)	397,029	903,775
Net change in inventory for consumption	-	7,624	28,449
Net change in prepaid expense	-	515	(15,624)
	-	8,139	12,825
<b>Increase in net financial debt</b>	(358,900)	184,577	(166,220)
<b>Net financial debt, beginning of year</b>	(2,654,003)	(2,654,003)	(2,487,783)
<b>Net financial debt, end of year</b>	\$ (3,012,903)	\$ (2,469,426)	\$ (2,654,003)

Draft - March 4, 2014

**TOWN OF CLARESHOLM**  
**CONSOLIDATED STATEMENT OF CASH FLOW**  
For the year ended December 31, 2013

	2013	2012
<b>Operating transactions</b>		
Deficiency of revenue over expenses	\$ (220,591)	\$ (1,082,820)
Adjustments for items which do not affect cash		
Loss (gain) on disposal of tangible capital assets	1,206	(34,002)
Amortization	2,871,172	2,745,809
	2,651,787	1,628,987
Net change in non-cash working capital items		
Taxes and grants in place of taxes receivable	(45,924)	(56,402)
Trade and other receivables	(325,787)	(50,427)
Land held for resale	-	23,464
Inventory for consumption	7,624	28,449
Prepaid expenses	515	(15,624)
Accounts payable and accrued liabilities	(3,943)	286,965
Employee benefit obligations	(3,894)	38,454
Deposits	(8,135)	(1,525)
Deferred revenue	15,157	(149,494)
Cash provided by operating transactions	2,287,400	1,732,847
<b>Capital transactions</b>		
Proceeds on disposal of tangible capital assets	31,459	87,061
Acquisition of tangible capital assets	(2,506,808)	(1,895,093)
Cash applied to capital transactions	(2,475,349)	(1,808,032)
<b>Financing transactions</b>		
Repayment of long-term debt	(260,077)	(248,404)
<b>Decrease in cash and temporary investments</b>	(448,026)	(323,589)
<b>Cash and temporary investments, beginning of year</b>	3,298,570	3,622,159
<b>Cash and temporary investments, end of year</b>	\$ 2,850,544	\$ 3,298,570

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**TOWN OF CLARESHOLM**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**For the year ended December 31, 2013**

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**1. Significant accounting policies**

The consolidated financial statements of the Town of Claresholm are the representations of management prepared in accordance with generally accepted accounting principles for local government established by the Public Sector Accounting Board of the Canadian Institute of Chartered Accountants. Significant aspects of the accounting policies adopted by the Town are as follows:

(a) Reporting entity

The consolidated financial statements reflect the assets, liabilities, revenue and expenses, changes in fund balances and change in financial position of the reporting entity which comprises all of the organizations that are owned or controlled by the Town and are, therefore, accountable to the Council for the administration of their financial affairs and resources.

Taxes levied also includes requisitions for educational, health care, social and other external organizations that are not part of the municipal reporting entity.

The statements exclude trust assets that are administered for the benefit of external parties. Interdepartmental and organizational transactions and balances are eliminated.

(b) Basis of accounting

The financial statements are prepared using the accrual basis of accounting. The accrual basis of accounting records revenue as it is earned and measurable. Expenses are recognized as they are incurred and measurable based upon receipt of goods or services and/or the legal obligation to pay.

Funds from external parties and earnings thereon restricted by agreement or legislation are accounted for as deferred revenue until used for the purpose specified.

Government transfers, contributions and other amounts are received from third parties pursuant to legislation, regulation or agreement and may only be used for certain programs, in the completion of specific work, or for the purchase of tangible capital assets. In addition, certain user charges and fees are collected for which the related services have yet to be performed. Revenue is recognized in the period when the related expenses are incurred, services performed or the tangible capital assets are acquired.

(c) Use of estimates

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenue and expense during the period. Where measurement uncertainty exists, the financial statements have been prepared within reasonable limits of materiality. Actual results could differ from those estimates.

(d) Investments

Investments are recorded at amortized cost. Investment premiums and discounts are amortized on the net present value basis over the term of the respective investments. When there has been a loss in value that is other than a temporary decline, the respective investment is written down to recognize the loss.

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**TOWN OF CLARESHOLM**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**For the year ended December 31, 2013**

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(e) Debt charges recoverable  
Debt charges recoverable consist of amounts that are recoverable from municipal agencies or other local governments with respect to outstanding debentures or other long-term debt pursuant to annexation orders or joint capital undertakings. These recoveries are recorded at a value that equals the offsetting portion of the unmatured long-term debt, less actuarial requirements for the retirement of any sinking fund debentures.

(f) Requisition over-levy and under-levy  
Over-levies and under-levies arise from the difference between the actual property tax levy made to cover each requisition and the actual amount requisitioned.

If the actual levy exceeds the requisition, the over-levy is accrued as a liability and property tax revenue is reduced. Where the actual levy is less than the requisition amount, the under-levy is accrued as a receivable and as property tax revenue.

Requisition tax rates in the subsequent year are adjusted for any over-levies or under-levies of the prior year.

(g) Inventories for resale  
Land held for resale is recorded at the lower of cost and net realizable value. Cost includes costs for land acquisition and improvements required to prepare the land for servicing such as clearing, stripping, and leveling charges. Related development costs incurred to provide infrastructure such as water and waste water services, roads, sidewalks, and street lighting are recorded as physical assets under their respective function.

(h) Prepaid local improvements charges  
Construction and borrowing costs associated with local improvement projects are recovered through annual special property assessments during the period of the related borrowing. These levies are collectible from property owners for work performed by the Town.

Where a taxpayer has elected to prepay the outstanding local improvement charge, such amounts are recorded as deferred revenue. Deferred revenue is amortized to revenue on a straight-line basis over the remaining term of the related borrowings.

In the event that the prepaid amounts are applied against the related borrowing, the deferred revenue is amortized to the revenue by an amount equal to the debt repayment.

(i) Government transfers  
Government transfers are the transfer of assets from senior levels of government that are not the result of an exchange transaction, are not expected to be repaid in the future, or the result of a direct financial return.

Government transfers are recognized in the financial statements as revenue in the period in which events giving rise to the transfer occur, providing the transfers are authorized, any eligibility criteria have been met, and reasonable estimates of the amounts can be determined.

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**TOWN OF CLARESHOLM**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**For the year ended December 31, 2013**

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(j) Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the normal course of operations. The change in non-financial assets during the year, together with the excess of revenues over expenses, provides the consolidated Change in Net Financial Debt for the year.

(i) Tangible capital assets

Tangible capital assets are recorded at cost which includes all amounts that are directly attributable to acquisition, construction, development or betterment of the asset. The cost, less residual value, of the tangible capital assets is amortized over the estimated useful life as follows:

	Years
Land improvements	10-25 straight line
Buildings	25-50 straight line
Engineered structures	5-75 declining balance
Machinery and equipment	5-40 declining balance
Vehicles	10-25 declining balance

One-half of the annual amortization is charged in the year of acquisition and in the year of disposal. Assets under construction are not amortized until the asset is available for productive use.

(ii) Contributions of tangible capital assets

Tangible capital assets received as contributions are recorded at fair value at the date of receipt and also are recorded as revenue.

(iii) Leases

Leases are classified as capital or operating leases. Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as capital leases. All other leases are accounted for as operating leases and the related lease payments are charged to expenses as incurred.

(iv) Inventories

Inventories held for consumption are recorded at the lower of cost or net realizable value with cost determined by the average cost method.

(v) Cultural and historical tangible capital assets

Works of art for display are not recorded as tangible capital assets but are disclosed.

**TOWN OF CLARESHOLM**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
For the year ended December 31, 2013

**2. Cash and temporary investments**

	2013	2012
Cash	\$ 260,460	\$ 464,959
Temporary investments	2,590,084	2,833,611
	\$ 2,850,544	\$ 3,298,570

Included in cash and short-term investments is \$53,687 (2012 - \$61,822) of deposit liability funds which are not available for current purposes.

Temporary investments consists of one to eight month term deposits with varying interest rates of 0.05% to 1.85% if held to maturity.

**3. Taxes and grants in place of taxes receivables**

	2013	2012
Current year	\$ 240,702	\$ 214,918
Arrears	173,968	153,828
	\$ 414,670	\$ 368,746

**4. Temporary Loans**

A temporary loan has been authorized by Alberta Treasury Branches to a maximum of \$450,000 which bears interest at prime minus 0.5%.

A term loan has been authorized by Alberta Treasury Branches to a maximum of \$1,300,000 which bears interest at prime minus 0.5%.

Security pledged on these loans includes a general security agreement. As at December 31, 2013 there was no balance outstanding on either loan.

**5. Employee benefit obligations**

	2013	2012
Vacation	\$ 132,357	\$ 135,055
Sick time	79,715	80,911
	\$ 212,072	\$ 215,966

**Vacation and overtime**

The vacation and overtime liability is comprised of the vacation and overtime that employees are deferring to future years. Employees have either earned the benefits (and they are vested) or are entitled to these benefits within the next budgetary year.



**TOWN OF CLARESHOLM**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
For the year ended December 31, 2013

**6. Deferred revenue**

The deferred revenue balance represents funds received for specific purposes that have not been spent by year end. Deferred revenue consists of the following:

	2013	2012
Taxi token prepayments	\$ 5,355	\$ 4,830
Parking fund	3,612	3,588
Subdivision fund	36,025	35,846
Walking path fund	1,971	1,963
Sundry trust	321,770	312,950
Offsite levies	62,299	61,988
MSI capital grant	293,485	456,916
Federal gas tax capital grant	171,847	-
Basic municipal transportation capital grant	3,053	2,303
Alberta municipal water/wastewater partnership	12,949	-
FCSS	15,646	32,183
Local improvement taxes	5,491	5,779
	<b>\$ 933,503</b>	<b>\$ 918,346</b>

**7. Long-term debt**

	2013	2012
Debentures supported by general tax levies	\$ 793,372	\$ 908,626
Debentures supported by utility rates	4,192,480	4,337,302
	<b>\$ 4,985,852</b>	<b>\$ 5,245,928</b>
Current portion	\$ 244,169	\$ 260,077

Principal and interest repayments are due as follows:

	Principal	Interest	Total
2014	\$ 244,169	\$ 240,169	\$ 484,338
2015	254,675	229,663	484,338
2016	265,692	218,646	484,338
2017	277,246	207,092	484,338
2018	289,364	194,974	484,338
Thereafter	3,654,706	1,437,340	5,092,046
	<b>\$ 4,985,852</b>	<b>\$ 2,527,884</b>	<b>\$ 7,513,736</b>

**TOWN OF CLARESHOLM**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
For the year ended December 31, 2013

**7. Long-term debt, continued**

Debenture debt is repayable to Alberta Capital Finance Authority and bears interest at rates ranging from 2.306% to 5.875% per annum, before Provincial subsidy, and matures in periods 2021 through 2033. The average annual interest rate is 4.85% (4.46% for 2012). For qualifying debentures, the Province of Alberta rebates 60% of interest in excess of 8%, 9%, and 11% to a maximum annual rate of 12.5%, depending on the date borrowed. Debenture debt is issued on the credit and security of the Town of Claresholm at large.

Interest on long-term debt amounted to \$249,741 (2012 - \$261,607). The Town's total cash payments for interest in 2013 were \$252,491 (2012 - \$264,164).

**8. Accumulated surplus**

Accumulated surplus consists of internally restricted and unrestricted amounts and equity in tangible capital assets as follows:

	2013	2012
Unrestricted surplus	\$ 1,443,445	\$ 1,437,162
Internally restricted surplus (reserves) (note 10)	1,295,489	1,385,410
Equity in tangible capital assets (note 9)	22,290,159	22,427,112
	\$ 25,029,093	\$ 25,249,684

**9. Equity in tangible capital assets**

	2013	2012
Tangible capital assets (schedule 2)	\$ 83,271,777	\$ 80,859,661
Accumulated amortization (schedule 2)	(55,995,766)	(53,186,621)
Long-term debt (note 7)	(4,985,852)	(5,245,928)
	\$ 22,290,159	\$ 22,427,112

**TOWN OF CLARESHOLM**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
For the year ended December 31, 2013

**10. Reserves**

Reserves for operating and capital activities are as follows:

	2013	2012
<b>Operating</b>		
Waterline replacement	\$ 1,910	\$ 1,910
Cemetery	723	723
Office	28,780	28,780
Arena renovation	8,500	8,500
Waterworks	15,000	15,000
Garbage equipment	25,739	25,739
Debt reduction	292,453	292,453
Sewer main replacement	35,000	35,000
Fire truck	8,819	8,819
Fill dirt	11,427	11,427
Water pumps	2,500	2,500
Ball diamonds	245	245
General	281,752	118,425
Trust accounts	51,358	56,558
Physician recruitment fund	18,911	31,647
Tipping fees	5,449	5,449
	788,566	643,175
<b>Capital</b>		
General administration	12,537	14,707
Water supply	44,663	78,867
Sewer	(1,295)	(5,258)
Subdivision	8,510	8,510
Acreage assessment	40,721	100,368
Airport land sales	20,677	43,844
Residential land sales	26,584	19,681
Industrial land sales	120	71,240
Town land	25,163	25,163
Tax recovery land	11,854	11,854
Tamarack subdivision	25,149	25,149
Enforcement vehicle	14,500	52,000
Arena ice slab/boards	160,000	160,000
Garbage	(370)	18,000
Parks replacement	18,110	18,110
Fire truck	100,000	100,000
	506,923	742,235
	\$ 1,295,489	\$ 1,385,410

**TOWN OF CLARESHOLM**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
For the year ended December 31, 2013

**11. Net municipal property taxes**

	Budget (Unaudited)	2013	2012
<b>Taxation</b>			
Real property taxes	\$ 4,130,800	\$ 4,118,035	\$ 4,013,639
Linear property taxes	120,500	109,634	102,629
Government grants in place of property taxes	90,300	90,407	92,820
Special assessments and local improvements	78,100	78,459	77,853
	4,419,700	4,396,535	4,286,941
<b>Requisitions</b>			
Alberta School Foundation Fund	1,205,361	1,205,361	1,194,748
Porcupine Hills Lodge	112,070	112,070	109,830
	1,317,431	1,317,431	1,304,578
	\$ 3,102,269	\$ 3,079,104	\$ 2,982,363

**12. Government transfers**

	Budget (Unaudited)	2013	2012
<b>Transfers for operating:</b>			
Government transfers for operating	\$ 197,239	\$ 138,593	\$ 268,266
<b>Transfers for capital</b>			
Shared-cost agreements and grants	2,475,000	2,107,996	1,345,577
	\$ 2,672,239	\$ 2,246,589	\$ 1,613,843

**TOWN OF CLARESHOLM**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
For the year ended December 31, 2013

**13. Expenditures by object**

	Budget (Unaudited)	2013	2012
Salaries, wages and benefits	\$ 2,575,600	\$ 2,553,341	\$ 2,382,542
Contracted and general services	1,113,560	1,107,160	1,080,348
Materials, goods, supplies and utilities	1,385,851	1,221,191	1,361,033
Bank charges and short-term interest	3,845	3,785	3,404
Interest on long-term debt	252,550	249,741	261,607
Other expenditures	107,850	110,828	125,155
(Gain) loss on disposal of tangible capital assets	-	1,206	(34,002)
Transfers to organizations and others	25,400	25,367	24,087
Purchases from other governments	269,898	238,175	310,067
Amortization	2,734,800	2,871,172	2,745,809
	<b>\$ 8,469,354</b>	<b>\$ 8,381,966</b>	<b>\$ 8,260,050</b>

**14. Salary and benefits disclosure**

Disclosure of salaries and benefits for elected municipal officials, the chief administrative officer and designated officers as required by Alberta Regulation 313/2000 is as follows:

	(1) Salary	(2) Benefits & allowances	2013	2012
<b>Council</b>				
Mayor Moore	\$ 9,113	\$ 364	\$ 9,477	\$ 11,342
Mayor Steel	2,205	-	2,205	-
Councillor Fieguth	7,265	83	7,348	7,052
Councillor Hubka	6,977	-	6,977	7,380
Councillor MacPherson	7,287	298	7,585	6,980
Councillor Quayle	5,147	-	5,147	6,150
Councillor Sutter	5,947	-	5,947	8,274
Councillor Van Amerongen	7,487	71	7,558	10,206
Councillor McAlonan	1,945	82	2,027	-
Councillor Cutler	1,955	-	1,955	-
Councillor Dixon	1,165	-	1,165	-
Councillor Ford	1,935	325	2,260	-
Councillor O'Neill	1,975	-	1,975	-
Chief Administrative Officer	94,286	18,289	112,575	108,243
Designated Officers (5 positions) (2012: 5 positions)	\$ 289,612	\$ 59,558	\$ 349,170	\$ 336,311

**TOWN OF CLARESHOLM**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
For the year ended December 31, 2013

**14. Salary and benefits disclosure, continued**

(1) Salary includes regular base pay, bonuses, overtime, lump sum payments, gross honoraria and any other direct cash remuneration.

(2) Benefits and allowances include the employer's share of all employee benefits and contributions or payments made on behalf of employees including pension, health care, dental coverage, vision coverage, group life insurance, accidental disability and dismemberment insurance, long- and short-term disability plans, professional memberships, and tuition.

Benefits and allowances figures also include the employer's share of the costs of additional taxable benefits including special leave with pay, financial planning services, retirement planning services, concessionary loans, travel allowances, car allowances, and club memberships.

**15. Debt limits**

Section 276(2) of the Municipal Government Act requires that debt and debt limits as defined by Alberta Regulation 255/00 for the Town be disclosed as follows:

	2013	2012
Total debt limit	\$ 9,080,068	\$ 8,747,480
Total debt	4,985,852	5,245,928
	\$ 4,094,216	\$ 3,501,552
Debt servicing limit	\$ 1,513,345	\$ 1,457,913
Debt servicing	484,338	512,568
	\$ 1,029,007	\$ 945,345

The debt limit is calculated at 1.5 times revenue of the municipality (as defined in Alberta Regulation 255/00) and the debt service limit is calculated at 0.25 times such revenue. Incurring debt beyond these limitations requires approval by the Minister of Municipal Affairs. These thresholds are guidelines used by Alberta Municipal Affairs to identify municipalities which could be at financial risk if further debt is acquired. The calculation taken alone does not represent the financial stability of the municipality. Rather, the financial statements must be interpreted as a whole.

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**TOWN OF CLARESHOLM**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**For the year ended December 31, 2013**

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**16. Local authorities pension plan**

Employees of the Town participate in the Local Authorities Pension Plan (LAPP), which is one of the plans covered by the Alberta Public Sector Pensions Plans Act. The plan serves about 223,000 people and 428 employers. The LAPP is financed by the employer and employee contributions and by investment earnings of the LAPP Fund.

Contributions for current service are recorded as expenditures in the year in which they become due.

The Town is required to make current service contributions to the LAPP of 10.43% of pensionable earnings up to the year's maximum pensionable earnings under the Canada Pension Plan and 14.47% on pensionable earnings above this amount. Employees of the Town are required to make current service contributions of 9.43% of pensionable salary up to the year's maximum pensionable salary and 13.47% on pensionable salary above this amount.

Total current service contributions by the Town to the LAPP in 2013 were \$172,825 (2012 - \$147,732). Total current service contributions by the employees of the Town to the LAPP in 2013 were \$157,219 (2012 - \$133,715).

At December 31, 2012, the LAPP disclosed an actuarial deficiency of \$4.98 billion.

**17. Financial instruments**

The Town of Claresholm's financial instruments consist of cash and temporary investments, accounts receivable, accounts payable and accrued liabilities, employee benefit obligations, deposit and long-term debt. It is management's opinion that the Town is not exposed to significant interest or currency risk arising from these financial instruments.

The Town of Claresholm is subject to credit risk with respect to taxes and grants in place of taxes receivables and trade and other receivables. Credit risk arises from the possibility that taxpayers and entities to which the Town provides services may experience financial difficulty and be unable to fulfil their obligations. The large number and diversity of taxpayers and customers minimizes the credit risk.

Unless otherwise noted, the carrying value of the financial instrument approximates fair value.

**18. Approval of financial statements**

These financial statements were approved by Council and Management.

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**TOWN OF CLARESHOLM**  
**NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
**For the year ended December 31, 2013**

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**19. Contingency and commitments**

The Town is a member of the Alberta Municipal Insurance Exchange (MUNIX) which provides liability insurance. Under the terms of membership, the Town could become liable for its proportionate share of any claim losses in excess of the funds held by the exchange. Any liability incurred would be accounted for as a current transaction in the year the losses are determined.

The Town has made a commitment to the Municipal District of Willow Creek to pay for one half of the costs for monitoring and maintenance of the Municipal District of Willow Creek's landfill for the next 8 years.

The Town of Claresholm has entered an agreement with the Town of Granum for the conveyance and supply of potable water. This agreement is in effect until December 31, 2034.

The Town has future commitments for a sanitary sewer main project in 2014. The cost to the Town is estimated to be \$820,000 which will be funded by long-term debt over 7 years.

**20. Budget amounts**

The 2013 budget for the Town was approved by Council on May 13, 2013 and has been reported in the consolidated financial statements for information purposes only. These budget amounts have not been audited, reviewed, or otherwise verified.

The approved budget contained reserve transfers, capital additions and principal payments on debt as expenditures. Since these items are not included in the amounts reported in the consolidated financial statements, they have been excluded from the budget amounts presented in these financial statements.

Budgeted deficit per financial statements	\$ (3,700)
Less: Capital expenditures	(3,090,000)
Long-term debt repayments	(261,300)
Add: Amortization	2,734,800
Transfers from reserves	620,200
<u>Equals: Balanced budget</u>	<u>\$ -</u>

**21. Comparative figures**

Where necessary the comparative figures for the 2012 year have been reclassified to conform with 2013 financial statement presentation.



**TOWN OF CLARESHOLM**  
**SCHEDULES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
For the year ended December 31, 2013

	Schedule of changes in accumulated surplus			Schedule 1	
	Unrestricted	Restricted	Equity in tangible capital assets	2013	2012
Balance, beginning of year	\$ 1,437,162	\$ 1,385,410	\$ 22,427,112	\$ 25,249,684	\$ 26,332,504
Deficiency of revenue over expenses	(220,591)	-	-	(220,591)	(1,082,820)
Unrestricted funds designated for future use	(168,991)	168,991	-	-	-
Restricted funds used for operations	12,735	(12,735)	-	-	-
Restricted funds used for tangible capital assets	-	(246,177)	246,177	-	-
Current year funds used for tangible capital assets	(2,260,630)	-	2,260,630	-	-
Disposal of tangible capital assets	32,665	-	(32,665)	-	-
Annual amortization expense	2,871,172	-	(2,871,172)	-	-
Long term debt repaid	(260,077)	-	260,077	-	-
Change in accumulated surplus	6,283	(89,921)	(136,953)	(220,591)	(1,082,820)
<b>Balance, end of year</b>	<b>\$ 1,443,445</b>	<b>\$ 1,295,489</b>	<b>\$ 22,290,159</b>	<b>\$ 25,029,093</b>	<b>\$ 25,249,684</b>

Draft - March 4, 2014

**TOWN OF CLARESHOLM**  
**SCHEDULES TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
For the year ended December 31, 2013

**Schedule of tangible capital assets**

Schedule 2

	Land	Land improvements	Buildings	Engineered structures	Machinery and equipment	Vehicles	Vehicles	2013	2012
<b>Cost:</b>									
Balance, beginning of year	\$ 990,764	\$ 1,541,639	\$ 11,340,939	\$ 64,337,333	\$ 1,191,805	\$ 1,337,294	\$ 119,888	\$ 80,859,661	\$ 79,529,219
Acquisitions	-	7,605	288,803	-	182,034	76,249	1,952,117	2,506,808	1,895,092
Construction-in-progress	-	-	14,742	-	-	-	(14,742)	-	-
Disposals	-	-	(42,686)	-	(52,006)	-	-	(94,692)	(564,650)
<b>Balance, end of year</b>	<b>990,764</b>	<b>1,549,244</b>	<b>11,601,798</b>	<b>64,337,333</b>	<b>1,321,833</b>	<b>1,413,543</b>	<b>2,057,263</b>	<b>83,271,777</b>	<b>80,859,661</b>
<b>Accumulated amortization:</b>									
Balance, beginning of year	-	209,653	4,890,419	46,533,957	694,241	858,351	-	53,186,621	50,952,403
Annual amortization	-	85,022	227,971	2,369,237	114,731	74,211	-	2,871,172	2,745,809
Disposals	-	-	(28,021)	-	(34,006)	-	-	(62,027)	(511,591)
<b>Balance, end of year</b>	<b>-</b>	<b>294,675</b>	<b>5,090,369</b>	<b>48,903,194</b>	<b>774,966</b>	<b>932,562</b>	<b>-</b>	<b>55,995,766</b>	<b>53,186,621</b>
<b>Net book value</b>	<b>\$ 990,764</b>	<b>\$ 1,254,569</b>	<b>\$ 6,511,429</b>	<b>\$ 15,434,139</b>	<b>\$ 546,867</b>	<b>\$ 480,981</b>	<b>\$ 2,057,263</b>	<b>\$ 27,276,011</b>	<b>\$ 27,673,040</b>
<b>2012 net book value</b>	<b>\$ 990,764</b>	<b>\$ 1,331,985</b>	<b>\$ 6,450,520</b>	<b>\$ 17,803,376</b>	<b>\$ 497,564</b>	<b>\$ 478,943</b>	<b>\$ 119,888</b>	<b>\$ 27,673,041</b>	

**TOWN OF CLARESHOLM**  
**SCHEDULE TO THE CONSOLIDATED FINANCIAL STATEMENTS**  
For the year ended December 31, 2013

**Schedule of segmented disclosure**

**Schedule 3**

	General government	Protective services	Transportation services	Environmental services	Public health services	Planning and development	Recreation and culture	Total
<b>Revenue</b>								
Net municipal taxes	\$ 3,000,646	\$ -	\$ 74,348	\$ 4,110	\$ -	\$ -	\$ -	\$ 3,079,104
User fees and sales of goods	-	18,483	7,948	1,792,667	16,210	9,608	88,731	1,933,647
Government transfers for operating	32,509	12,744	1,000	-	3,000	-	89,340	138,593
Investment income	31,979	-	-	-	-	-	-	31,979
Penalties and costs of taxes	84,412	102,085	-	-	-	1,863	-	188,360
Licenses and permits	28,968	-	-	-	-	17,606	-	46,574
Franchise and concession contracts	122,233	-	-	-	-	-	-	122,233
Rental	36,487	-	9,000	-	-	-	84,219	129,706
Other	13,419	-	-	23,758	-	-	107,319	144,496
Family and community support services	-	-	-	-	238,687	-	-	238,687
	3,350,653	133,312	92,296	1,820,535	257,897	29,077	369,609	6,053,379
<b>Expenses</b>								
Salaries, wages and benefits	470,332	134,666	352,505	666,218	176,868	166,990	585,762	2,553,341
Contracted and general services	348,167	74,739	337,035	235,523	48,737	6,331	56,628	1,107,160
Materials, goods, supplies and utilities	76,518	57,176	398,100	440,091	47,958	5,928	195,420	1,221,191
Bank charges and short-term interest	3,785	-	-	-	-	-	-	3,785
Interest on long-term debt	-	-	-	229,327	-	-	20,414	249,741
Other expenditures	59,805	-	-	-	-	51,023	-	110,828
Loss on disposal of tangible capital assets	-	-	(9,300)	4,418	-	-	6,088	1,206
Transfers to organizations and others	-	-	-	-	-	-	25,367	25,367
Purchases from other governments	32,509	-	-	-	48,126	-	157,540	238,175
Amortization of tangible capital assets	4,720	31,885	669,821	1,883,489	-	27,333	253,924	2,871,172
	995,836	298,466	1,748,161	3,459,066	321,689	257,605	1,301,143	8,381,966
<b>Deficiency of revenue over expenses before other</b>	2,354,817	(165,154)	(1,655,865)	(1,638,531)	(63,792)	(228,528)	(931,534)	(2,328,587)
<b>Other</b>								
Government transfers for capital	-	34,354	-	1,849,394	-	-	224,248	2,107,996
<b>Deficiency of revenue over expenses</b>	\$ 2,354,817	\$ (130,800)	\$ (1,655,865)	\$ 210,863	\$ (63,792)	\$ (228,528)	\$ (707,286)	\$ (220,591)



Claresholm & District Museum  
Box 1000, Claresholm, AB T0L 0T0  
5126 1<sup>st</sup> St. E (Hwy 2) & 5115 2<sup>nd</sup> St. E

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museum@townofclaresholm.com  
www.claresholmmuseum.com

February 20, 2014

To the Mayor and Town Council:

As the new Chairperson of the Claresholm and District Museum, and on behalf of that Board, I am writing to request your attention to and consideration of the hiring of an Executive Director to replace Trisha Carleton. I sincerely request that this be considered on your agenda for Monday, February 24's Council meeting as an "Action" item; with the request that you add a third delegation to your agenda for your March 10<sup>th</sup> meeting. Our current Board, and interested past Board members, strongly feel the need to share information, provide background information; and discuss our direction and future, particularly regarding the Executive Director position.

By way of a brief, concise summary to familiarize your group, your consideration of the following points would be appreciated:

- 1) Claresholm's Museum is now an accredited facility under the Alberta Museum Association's criteria—our artifacts are accessioned and catalogued according to standard museum practice, which makes them accessible for community and visitors. This membership also qualifies us for various grants—one, in particular, has already been received for 2014 and would have to be repaid if a trained and qualified staff person were not rehired (\$25,000 for wages). Various smaller ones would be in jeopardy (summer staff request for \$17,000, workshop funds of \$2000); plus we currently have a project staff person funded for \$10,800, who will not be supervised and assisted by a qualified professional, which was one of the grant's approval stipulations. In short, there are financial ramifications.
- 2) Adhering to the standards set out by the Alberta Museum Association, we now have a Mission Statement, a Strategic Plan, a Policy and Procedures Manual; and a separate Acquisitions Committee.



*Claresholm & District Museum*

Claresholm & District Museum  
Box 1000, Claresholm, AB T0L 0T0  
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- 3) We have started the process of establishing a society called The Friends of the Claresholm Museum, which would also enable us to apply for grants only eligible to formal societies. This society would also handle social events such as the Tea on Fair Days, and hopefully, Christmas Madness, as was our plan for this upcoming year.
- 4) Our volunteer pool has expanded to 40; but consistent and knowledgeable leadership is required to keep volunteers involved and on task. Losing our director would be disappointing to our volunteers and donors, who have contributed so much to the Museum; and find it enjoyable to continue with basic, clear, consistent direction and parameters. Many of our grants also specify a certain number of volunteer hours as prerequisites to approval, so this volunteer base is essential.
- 5) There are many projects underway that will likely be sacrificed without a Director in place. The Alberta Quilt project is underway, the coordinator from Edmonton has been in contact, has invited us to join the cataloguing of homemade heritage quilts into a Provincial data base; and will need to work with us and our community for a number of days to record, photograph, and register necessary details about each quilt brought in by our citizens. Without a lead role from here, our participation most likely will not happen. This would truly be a great loss to our community, and the Province.
- 6) There are still an outstanding number of artifacts in our storage that have not been catalogued, accessioned, or processed. Our donors contribute with the implicit belief that their valuables will be stored, displayed, and treated with respect. This process cannot be done without knowledgeable staff and time to dedicate to it.
- 7) Community, municipal, provincial and interprovincial linkages, liaisons, and support cannot be meaningfully created or maintained without consistent, knowledgeable staff.
- 8) The Library and the Museum have joined in a number of projects beneficial to the community—one a Ranchers' Speakers Series that was very well received by the community—another, connecting with Alberta Archives, to investigate our potential membership with them. The most special collaboration, however, has been the Claresholm Chronicles Oral



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History project, whereby interviews with our elders are videotaped, recorded, and stored. We are also proud of our improved connections with the schools and see a great benefit in an ongoing relationship there.

Museums are no longer isolated, stuffy buildings forgotten to all but senior citizens. Museums, like Libraries, have become active, hands-on, participatory outlets and integral parts of the community. Losing our forward impetus in these projects, and a multitude of others, would be heartbreaking; and demotivating to all who have contributed so much in the past. Our museum pays homage to our heritage and the progenitors who created this community.

I trust members of Town Council will take the above comments under consideration; and with open minds allow us to present the big picture regarding the Executive Director position objectively, free from any past history or personnel issues.

Yours truly,

Jane Marsh,  
Chairperson  
Claresholm and District Museum  
Board

# CLARESHOLM AND DISTRICT MUSEUM

Delegation to the Mayor and Town Council

March 10, 2014

## HISTORY:

- The Museum opened in 1969 after the Town purchased the CPR Station, which closed in 1965.
- The Visitors Information Center is also housed in the Museum and shares staff when time allows over the travel and tourist season. The position has been supervised by the Museum's Executive Director.
- The new Exhibit Hall, a separate building from the CPR Station opened in September, 2010, after many years of fund-raising, grants applications; and donations from service clubs, and corporate and private donations.
- A full-time Executive Director was hired in July, 2011 which meant the Museum could be open all year long, not just seasonally as was necessary when operated by a part-time curator and volunteers.
- In 2008, there were 5997 visitors, in 2009, there were 6250. In the 2011-12 year, 6902 visitors came to the Museum; in 2013, 5269 visitors came through.

## WHAT HAS BEEN ACCOMPLISHED WITH THE FULL-TIME EXECUTIVE DIRECTOR:

- A Policy and Procedures Manual was produced which includes a Volunteer Handbook, a Strategic Plan up until 2014, a Human Resources Policy, a Collections Management Policy, an Exhibition Policy, a Conservation Policy for Care for Vehicles on Display; and various forms for research requests, school programs requests, and archives use.
- Establishment of an Acquisitions Committee (to assure donations are appropriate, not duplicated, and relevant to our Museum)
- Establishment of Society status for Friends of the Museum organization (to facilitate more grants)
- Establishment of solid pool of volunteers (40-50)

-Improved contact with schools, ( 6 school tours each year with approximately 440 students in that two year period). "Hands-on" exhibits were established so children could touch and experience rather than simply look.

-Successful collaborative speakers' series in conjunction with the Library; and the planning and initiation of the Claresholm Chronicals Oral History project, also with the Library

-Successfully applied for and received \$156,631 in Grant funds, including \$25,000 towards Executive Director's salary. Many grants contributed to physical upkeep of buildings, which otherwise would have needed Town funds. Grants also enabled staff attendance at professional development courses.

-Textile storage and access project completed, with CPR basement storage project currently being undertaken by contract employee.

-CPR Speeder car storage shed built, which eliminated the need to move it back and forth each season to the Town maintenance yard.

-The Museum was instrumental in bringing the first free WiFi to Claresholm locating it at the CPR Depot.

#### WHAT'S UNFINISHED AND ALREADY IN PROGRESS:

-Strategic Plan for next 3-4 year period

-Storm Windows for CPR Station—project to be completed

-Organizing the Friends of the Claresholm and District Museum Society, defining roles, tasks; and filling executive and membership. One of their anticipated tasks is fund raising.

-Continue with and complete Claresholms' portion of the Alberta Quilt project under the Royal Museum in Edmonton's leadership

-Accession and deal with 3 storage lockers full of donations currently stored at Claresholm Safe Storage; as well as those donations not catalogued and processed to date.

-Supervise and train part time staff, as well as apply for grants to finance their salaries.

#### WHAT DO WE WANT:

-The Board highly recommends the ongoing employment of a full-time, qualified Executive Director to continue the forward momentum started by the former Director. Prior to the opening of the new museum building in 2010, the Town had hired a part time curator. Having two buildings, however, necessitates having a minimum of two staff when both buildings are



open. For the past three years, we have had a year-round Executive Director at very little extra cost to the Town due to an annual grant of \$25,000 from the Alberta Museum Association. This paid for the other six months of the Executive Director working a 30-hour week during the winter season.

-Hiring an Executive Director as a term position, rather than a Town Employee, might be a less costly proposition. This could be renewed annually, and would eliminate the cost of benefits and pension contributions. If a year-round Executive Director is not hired, the current \$25,000 grant for this purpose would have to be returned; and the Town would then be paying the full salary for a 6-month position. As a term, rather than Town employee, the Director could work on Statutory Holidays, and hours that serve the tourist season.

-Our museum has attained a high regard and good reputation with The Alberta Museum Association. We would hate to lose their support due to inexperienced staff or volunteers operating our Museum.

-The "off-season" time is vital for program development, processing new donations, facilitating acquisition meetings, developing new exhibits; and is a prime time for school tours and programs.

-Returning the Board to its previous size of 7 community members would allow tasks and duties to be shared, utilizing a greater pool of diverse talents. Board duties could be shared without being burdensome. When the new board went in, there were 2 former board members who were re-appointed, one of whom spends winters away; so these new challenges have been quite onerous to the Chairperson and one new board member. (Another new member has been appointed but has been unavailable due to family issues.)

In summary, the current and past boards wish to continue going forward with the plans and programs that have been successful due, in large part, to a full-time Director on site. Not hiring into this position would take us backwards in our progress, make all the past energy, effort, and commitment moot and discouraging for those who have given so much. We're now seen as a credible and competent organization who successfully works with other community and province-based organizations.

We feel the Museum adds a great deal culturally to our community, and we look forward to continuing in this endeavor.

Attachments: Budget Summary for 2010 - 2013

*Jane Marsh, Chair*

Claresholm & District Museum Financials				
Presented to Town Council March 10, 2014				
From Year end Town Financial Statements				
	2010	2011	2012	2013
<b>Income:</b>				
Gift shop sales	\$2,092.00	\$ 2,196.00	\$ 2,243.00	\$ 3,566.00
Donations	\$3,744.00	\$ 3,439.00	\$ 3,752.00	\$ 2,768.00
Museum Services				\$ 536.00
Grants	\$14,531.00	\$ 41,590.00	\$ 46,473.00	\$ 65,344.00
	\$20,367.00	\$ 47,225.00	\$ 52,468.00	\$ 72,214.00
Cost of Museum to Town	\$70,698.00	\$ 69,491.00	\$ 70,832.00	\$ 76,127.00
<b>Expenses:</b>				
Museum Staff	\$20,234.00	\$ 27,032.00	\$ 47,908.00	\$ 59,267.00 **
Museum benefits	\$2,647.00	\$ 3,587.00	\$ 10,699.00	\$ 14,027.00
Professional Development	\$746.00	\$ 423.00	\$ 4,309.00	\$ 3,941.00
Visitor Info Staff	\$24,212.00	\$ 21,971.00	\$ 19,919.00	\$ 30,331.00
Visitor Info Benefits	\$2,313.00	\$ 2,139.00	\$ 2,137.00	\$ 3,778.00
Displays for new bldg.	\$12,503.00			
Mezzanine		\$ 22,422.00		
CPR Platform		\$ 11,000.00		
CPR Speeder Car Storage			\$ 9,380.00	
Supplies	\$6,361.00	\$ 6,224.00	\$ 6,571.00	\$ 10,699.00
Utilities	\$22,049.00	\$ 21,918.00	\$ 22,377.00	\$ 19,326.00
Programming				\$ 6,972.00
Actual Expenses	\$91,065.00	\$116,716.00	\$123,300.00	\$148,341.00
** This includes term employees working on special projects for which grant monies were received				
A one time expense. Almost all of our collection is now stored and maintained according to Alberta Museum Guidelines using special archival materials. A huge project for under \$6,000.00 difference in the 2012 and 2013 financials.				

**PRAIRIE WINDS CLUBHOUSE SOCIETY**

Box 1354

Claresholm, Alberta T0L 0T0

Phone 403-625-4975

Fax 403-625-3004

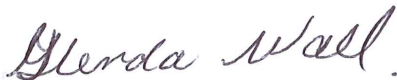
March 4, 2014

Request for delegation to regular council meeting. March 10,2014

We request a 15 minute audience at town council on March 10,2014

We are excited about an upcoming visit from Clara Hughes, Olympian cyclist., coming to Claresholm on May 29, 2014. Prairie Winds Clubhouse has been chosen as the venue for her welcoming event.

Prairie Winds Clubhouse in Claresholm offers a restorative safe environment for persons living with a severe or persistent mental illness. The services are provided and enhanced by a social recreational model which promotes the concepts of participation, personal development and individual empowerment.



**Glenda Wall**

**Executive Director**

# **ACTION ITEMS**

# Staff Report

**To:** Town Council  
**From:** CAO  
**Date:** March 7, 2014  
**Re:** Delegation Responses: Alberta Health Services & MD Willow Creek

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At the direction of Council, Administration is gathering additional information regarding the co-response medical unit proposal. This matter affects both the Alberta Health Services & MD Willow Creek Delegation Responses.

As a result, Administration recommends that the responses are deferred until the next scheduled Council meeting. At the next meeting, Administration will supply the information requested by council.

*Kris Holbeck, CA CAO Town of Claresholm*

Claresholm Public Library  
**PROPOSED BUDGET**  
 For the Year January 1, 2014 to December 31, 2014

Cash on Hand, beginning January 1,2013

① \$13,319.16

	2013 Budget	Actual 01/01/2013 to 12/31/2013	Proposed 2014 Budget
<b>REVENUE</b>			
Book Sales	\$1,200.00	1,014.30	1,000.00
Membership Fees	10,000.00	8,937.35	9,000.00
Donations	450.00	734.41	600.00
Special Projects	1,500.00	550.00	0.00
Friends of the Library-Donations	10,000.00	10,018.68	12,000.00
Applied for Grants	15,000.00	0.00	15,000.00
Reserves	16,690.00	0.00	14,912.00
Fines	2,500.00	2,131.90	2,100.00
M.D of Willow Creek/Ranchlands	15,800.00	15,209.87	15,500.00
Province of Alberta	20,165.00	20,165.00	20,165.00
Town of Claresholm	157,540.00	157,540.00	159,903.00
Other Revenues	1,955.00	2,982.40	2,900.00
Room Rental	3,400.00	3,425.00	3,400.00
Miscellaneous	160.00	211.50	150.00
Sub-total		② \$222,920.41	
<b>TOTAL REVENUE</b>	<b>\$256,360.00</b>	<b>\$236,239.57</b>	<b>\$256,630.00</b>
<b>EXPENSE</b>			
<b>Administration</b>			
Friends of the Library	\$0.00	\$594.93	\$0.00
Equipment Rental & Maintenance	3,000.00	2,928.34	3,000.00
Computer software	1,500.00	1,351.97	1,500.00
Legal Fees, Bank charges	50.00	-0.47	50.00
Library Supplies	2,000.00	1,453.72	2,000.00
Association Fees	300.00	149.75	300.00
Postage	75.00	97.99	75.00
Special Projects	5,740.00	5,183.16	0.00
Programs	5,000.00	4,113.66	5,000.00
Volunteers	1,500.00	1,235.52	1,500.00
Stationary, printing, & copier supplies	1,000.00	727.95	1,000.00
Travel & Hospitality	800.00	724.59	800.00
<b>Board &amp; Employees</b>			
Insurance	1,200.00	1,143.82	1,200.00
Board Course & Conference	2,500.00	2,196.42	2,500.00
Employee Course & Conference Fees	2,500.00	2,052.00	2,500.00
Salaries	163,255.00	151,651.17	165,705.00
Human Resources Expenses	300.00	286.54	300.00
<b>Operating Expenses</b>			
Chinook Arch Regional Library System	13,415.00	13,416.06	13,500.00
Debit Machine Expenses	400.00	377.40	400.00
Debit Transactions Costs	150.00	136.75	150.00
Audio-Visual	2,200.00	1,461.32	2,200.00
Bindery	500.00	0.00	600.00
Books	3,725.00	2,752.90	8,000.00
Digital & Electronic Resources	200.00	0.00	0.00
Periodical Subscriptions	3,000.00	5,282.11	3,000.00
Capital Purchases for Toy Library	200.00	36.75	200.00
General Capital Purchases	12,000.00	11,519.00	12,000.00
WCB Expense	350.00	244.75	300.00
Janitorial /Cleaning Supplies	2,000.00	966.52	1,500.00
Repair & Maintenance	500.00	50.95	500.00
Fax	900.00	1,003.59	1,050.00
Natural Gas & Power	18,300.00	16,161.97	18,300.00
Security System	1,300.00	1,369.44	1,500.00
Telephone	6,500.00	5,569.00	6,000.00
<b>TOTAL EXPENSE</b>	<b>\$256,360.00</b>	<b>\$236,239.57</b>	<b>\$256,630.00</b>
<b>NET INCOME</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

1.5%  
↑

① ② ↑



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
BYLAW #1594**

**A Bylaw of the Town of Claresholm for the purpose of loaning money to the Friends of the Claresholm Public Library, which is a not-for-profit organization.**

**WHEREAS** pursuant to Section 264(2) of the *Municipal Government Act* RSA 2000 Chapter M-26 and amendments thereto, a Council may pass a bylaw to loan funds to a not-for-profit organization;

**AND WHEREAS** the Friends of the Claresholm Public Library is a non-profit organization which fundraises for the Claresholm Public Library;

**NOW THEREFORE** the Council of the Town of Claresholm in the Province of Alberta duly assembled does hereby enact the following:

1. That the Town of Claresholm provided a loan of twenty thousand dollars (\$20,000) to the Friends of the Claresholm Public Library in October of 2010 for a period of eighteen (18) months.
2. The purpose of providing funding was to retire the debt associated with the Claresholm History Book Committee.
3. The rate of interest to be paid on the loan was agreed to be zero percent (0%) for the eighteen (18) month term.
4. The Friends of the Claresholm Public Library repaid five thousand dollars (\$5,000) during the original eighteen (18) month term.
5. The Friends of the Claresholm Public Library asked Council for an extension to repay the remaining funds of fifteen thousand dollars (\$15,000) to April 12, 2014 with the same rate of zero percent (0%) interest, and Council agreed to the new terms of the loan.
6. The Friends of the Claresholm Public Library repaid two thousand dollars (\$2,000) during the subsequent two (2) year term.
7. The Friends of the Claresholm Public Library has asked Council for a further extension to repay the remaining funds of thirteen thousand dollars (\$13,000) to April 12, 2016 with the same rate of zero percent (0%) interest.
8. Council has agreed to the new terms for the loan.
9. Should the loan to the Friends of the Claresholm Public Library not be repaid within the new term, the Friends of the Claresholm Public Library must attend Council and negotiate future repayment terms.
10. This bylaw comes into effect upon third and final reading.
11. Bylaw #1581 is hereby rescinded.

Read a first time in Council this      day of      2014 A.D.

Read a second time in Council this      day of      2014 A.D.

Read a third time in Council and finally passed in Council this      day of      2014 A.D.

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**Rob Steel, Mayor**

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**Kris Holbeck, CAO**

yw Rescinded by  
Bylaw #1521



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
BYLAW #1555**

A Bylaw of the Town of Claresholm for the purpose of loaning money to the Friends of the Claresholm Public Library, which is a not-for-profit organization.

WHEREAS pursuant to Section 264(2) of the *Municipal Government Act* RSA 2000 Chapter M-26 and amendments thereto, a Council may pass a bylaw to loan funds to a not-for-profit organization;

AND WHEREAS the Friends of the Claresholm Public Library is a non-profit organization which fundraises for the Claresholm Public Library;

NOW THEREFORE the Council of the Town of Claresholm in the Province of Alberta duly assembled does hereby enact the following:

1. That the Town of Claresholm hereby undertakes to provide a loan to the Friends of the Claresholm Public Library.
2. The maximum amount of money to be loaned is twenty thousand dollars Canadian (\$20,000Cdn) to be loaned over a period not to exceed eighteen (18) months in its entirety, for the purpose of providing funding to retire the debt associated with the Claresholm History Book Committee.
3. The rate of interest to be paid on the loan is zero percent (0%) for the eighteen (18) month term.
4. Should the loan to the Friends of the Claresholm Public Library not be repaid within the eighteen (18) month term, the Friends of the Claresholm Public Library must attend Council and negotiate future repayment terms.
5. This bylaw comes into effect upon third and final reading.

Read a first time in Council this 27<sup>th</sup> day of September 2010 A.D.

Read a second time in Council this 12<sup>th</sup> day of October 2010 A.D.

Read a third time in Council and finally passed in Council this 12<sup>th</sup> day of October 2010 A.D.

Rob Steel, Mayor

Kris Holbeck, CAO





TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
BYLAW #1581

A Bylaw of the Town of Claresholm for the purpose of loaning money to the Friends of the Claresholm Public Library, which is a not-for-profit organization.

WHEREAS pursuant to Section 264(2) of the *Municipal Government Act* RSA 2000 Chapter M-26 and amendments thereto, a Council may pass a bylaw to loan funds to a not-for-profit organization;

AND WHEREAS the Friends of the Claresholm Public Library is a non-profit organization which fundraises for the Claresholm Public Library;


NOW THEREFORE the Council of the Town of Claresholm in the Province of Alberta duly assembled does hereby enact the following:


1. That the Town of Claresholm provided a loan of twenty thousand dollars (\$20,000) to the Friends of the Claresholm Public Library in October of 2010 for a period of eighteen (18) months.
2. The purpose of providing funding was to retire the debt associated with the Claresholm History Book Committee.
3. The rate of interest to be paid on the loan was agreed to be zero percent (0%) for the eighteen (18) month term.
4. The Friends of the Claresholm Public Library has repaid five thousand dollars (\$5,000) during the original eighteen (18) month term.
5. The Friends of the Claresholm Public Library has asked Council for an extension to repay the remaining funds of fifteen thousand dollars (\$15,000) to April 12, 2014 with the same rate of zero percent (0%) interest.
6. Council has agreed to the new terms for the loan.
7. Should the loan to the Friends of the Claresholm Public Library not be repaid within the new term, the Friends of the Claresholm Public Library must attend Council and negotiate future repayment terms.
8. This bylaw comes into effect upon third and final reading.
9. Bylaw #1555 is hereby rescinded.

Read a first time in Council this 22<sup>nd</sup> day of October 2012 A.D.

Read a second time in Council this 13<sup>th</sup> day of November 2012 A.D.

Read a third time in Council and finally passed in Council this 13<sup>th</sup> day of November  
2012 A.D.

  
\_\_\_\_\_  
David Moore, Mayor

  
\_\_\_\_\_  
Kris Holbeck, CAO



November 25, 2013

Town of Claresholm  
Box 1000,  
Claresholm, AB T0L 0T0

The History Book Committee is requesting a two-year extension on the very generous loan for the printing costs of the Claresholm and area history book. The town kindly extended the loan for two years and is due by April 12, 2014. Unfortunately we require another extension and respectfully request another 2 years, to be extended to April 12, 2016.

We originally received \$20,000 and have been able to pay \$6000 towards the loan, leaving us with a balance of \$14,000 still owing. We also have a loan with the M.D. of Willow Creek for the same amount as with you and when we make a payment, we make equal payments to them.

We ordered 2000 history books, feeling pretty confident that we would be able to sell them all. We arrived at this number based on the fact that the Stavelly History book committee was able to sell 1000 books. We considered the fact that we are a larger community with a lot of people who were born and raised here and have moved away. Unfortunately we still have roughly 950 books left to sell.

We are still trying to remain visible in the community and take every opportunity we can to promote the sales of the book. The books are always available for purchase from the Claresholm Library, Claresholm Museum and the Claresholm Local Press.

We are trying to come up with creative ideas to promote and sell the book, such as looking for corporate sponsors to pay for a history book for each graduate from the Willow Creek Composite High School.

Quite frankly the committee, who has been committed to this project for the past 14 years, is very disappointed with the low number of books that have been purchased. It is a resourceful book full of interesting facts about the town of Claresholm since it was established in 1905. Even if a particular family did not take the time to put their history in – it serves as a handy resource book about your neighbors and friends in the community.

We would like to assure you that we will continue to do our best to sell the remaining books and pay off the loan. We would also appreciate any assistance or suggestions you may have for reaching this goal.

Sincerely

Roxanne Thompson  
Committee Member



**WHERE THE WHEATLANDS  
MEET THE RANGE** *Volume II*  
A History of Claresholm & Area

February 5, 2014

Town of Claresholm  
P.O. Box 1000  
Claresholm, AB  
TOL 0T0

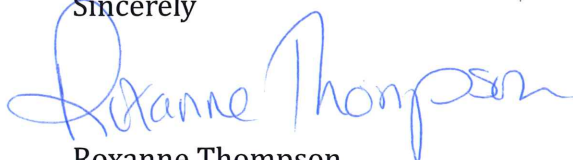
To Whom It May Concern:

Please find enclosed a cheque in the amount of \$1000. This is a partial payment towards a loan for the printing of the Where the Wheatlands Meet the Range Vol. 2.

According to our records after this payment the balance owing will be \$13,000.

We sincerely appreciate the financial support for this project and will continue our commitment to the repayment of this loan in full.

Sincerely



Roxanne Thompson  
Claresholm History Book Committee



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
BYLAW #1595**

**A Bylaw of the Town of Claresholm to amend Bylaw #1563, the Tax Penalty Bylaw.**

**WHEREAS** pursuant to the provisions of the *Municipal Government Act R.S.A. 2000 Chapter M-26*, as amended, Council of the Town of Claresholm (hereafter called Council) has adopted the Tax Penalty Bylaw #1563; and

**WHEREAS** Council deems it necessary to amend the existing Bylaw #1563;

**NOW THEREFORE** under the authority and subject to the provisions of the *Municipal Government Act R.S.A. 2000 Chapter M-26*, as amended, the Council of the Town of Claresholm, in the Province of Alberta, duly assembled does hereby enact the following:

1. The Town of Claresholm Tax Penalty Bylaw #1563 shall be amended as follows:

**SECTION 3                      METHOD OF PAYMENT**

3.2      Payments for current taxes must be received by **June 30<sup>th</sup>** by the end of the business day, or the last business day in June by the end of the business day, in one of the manners listed in Section 3.1, or proof must be provided as indicated to avoid tax penalties being imposed the next day.

2. This bylaw comes into full force and effect upon third and final reading.

3. Bylaw #1563 is hereby rescinded.

Read a first time in Council this        day of        2014 A.D.

Read a second time in Council this    day of        2014 A.D.

Read a third time in Council and finally passed in Council this        day of        2014 A.D.

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**Rob Steel, Mayor**

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**Kris Holbeck, CAO**

Dm



**TOWN OF CLARESHOLM  
PROVINCE OF ALBERTA  
BYLAW #1563**

**A Bylaw of the Town of Claresholm, in the Province of Alberta, to impose penalties for non-payment of taxes as provided by the *Municipal Government Act R.S.A. 2000 Chapter M-26.***

**WHEREAS** in accordance with the *Municipal Government Act R.S.A. 2000 Chapter M-26*, as amended, the Town imposes taxes annually in respect of property in the Municipality to raise revenue;

**AND WHEREAS** in accordance with Sections 344, 345 and 346 of the *Municipal Government Act* Council may pass a bylaw to impose penalties on non-payment of taxes;

**NOW THEREFORE** the Council of the Town of Claresholm in the Province of Alberta duly assembled enacts as follows:

**SECTION 1 NAME OF BYLAW**

1.1 This Bylaw may be cited as the "Tax Penalty Bylaw."

**SECTION 2 DEFINITIONS**

- 2.1 In this bylaw:
  - a) "CAO" means the Chief Administrative Officer of the Town of Claresholm.
  - b) "Council" means the Town Council of the Town of Claresholm.
  - c) "Municipality" means the Town of Claresholm and includes any board, committee, commission, panel, agency or corporation that is created or owned by the Town of Claresholm and all the members or officers of which are appointed or chosen by the Town of Claresholm.
  - d) "Tax Notice" is the notice sent by the Town with all information regarding the tax roll as per Section 334 of the *Municipal Government Act*.

**SECTION 3 METHOD OF PAYMENT**

- 3.1 The following are acceptable forms of payment for taxes:
  - a) Tax Installment Payment Plan (TIPPs);
  - b) In person at the Town of Claresholm Administration Office by cash, cheque or Interac by 4:00pm;
  - c) By cheque in the mail slot located at the Town of Claresholm Administration Office by 4:00pm;
  - d) In person at an accepted financial institution with a date stamp as proof of payment if payment is being made on the due date;
  - e) Online Banking with proof being the financial institution's notification from the electronic payment office stating the amount paid and the corresponding tax roll;
  - f) Any other financial institution method with proof being a copy of the bank statement where the payment originated from showing name, payment date and amount; or
  - g) Canada Post with valid proof being the post-mark.
- 3.2 Payments for current taxes must be received by August 31<sup>st</sup> by the end of the business day, or the last business day in August by the end of the business day, in one of the manners listed in Section 3.1, or proof must be provided as indicated to avoid tax penalties being imposed the next day.
- 3.3 Payments on all outstanding balances must be received by December 31<sup>st</sup> or the last business day in December in one of the manners listed in Section 3.1, or proof must be provided as indicated to avoid tax penalties being imposed the next day.

**SECTION 4 APPLICATION OF PENALTIES**

- 4.1 Penalties will be applied to any tax roll where the current taxes remain unpaid after the date shown on the tax notice as per Schedule "A" (1).
- 4.2 Additional penalties will also be applied to any tax roll with an outstanding balance in any year if the taxes remain unpaid after December 31<sup>st</sup> as per Schedule "A" (2).
- 4.3 Any penalty imposed under the provisions of this bylaw shall be added to and form part of the unpaid taxes.

**SECTION 5**

**PASSAGE OF BYLAW**

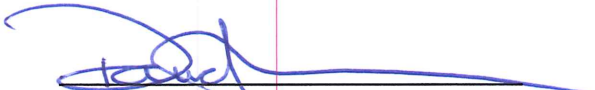
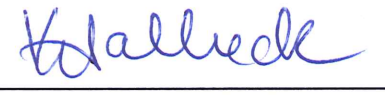
5.1 Bylaw #1322 is hereby repealed.

5.2 This Bylaw shall come into effect upon passage of 3rd Reading.

**READ** a first time in Council this 9<sup>th</sup> day of May 2011 A.D.

**READ** a second time in Council this 24<sup>th</sup> day of May 2011 A.D.

**READ** a third time in Council and finally passed this 24<sup>th</sup> day of May  
2011 A.D.

  
\_\_\_\_\_  
David Moore, Mayor  
\_\_\_\_\_  
Kris Holbeck, CAO

DM

TOWN OF CLARESHOLM  
BYLAW NO. 1563  
SCHEDULE "A"  
TAX PENALTIES

- 1. A penalty of fourteen percent (14%) shall be applied to unpaid current taxes.
- 2. A penalty of fourteen percent (14%) shall be applied to all outstanding balances.

February 25, 2014

Jenette Yearsley  
Director Regulatory Applications  
Regulatory Lawyer  
AltaLink Management Ltd.  
2611 Third Avenue S.E.  
Calgary, Alberta T2A 7W7

Dear Ms. Yearsley:

**Response of Commission regarding Report on the Investigation of the CERC Route  
Application No. 1608861  
Proceeding ID No. 2001**

**Introduction**

1. On October 7, 2013, the Alberta Utilities Commission (the Commission) issued Decision 2013-369,<sup>1</sup> with respect to Application No. 1608861 for the South Foothills Transmission Project, approving the preferred route for the proposed transmission line 1037L/1038L. This approval was subject to the following direction:

...AltaLink will examine the CERC route in accordance with the requirements of AUC Rule 007 and is directed to file a report with the Commission describing the progress of this investigation by December 31, 2013. If this route can be achieved with a reduction in overall impact, the Commission will determine whether AltaLink will be required to file an amendment to the permit and licence.<sup>2</sup>

2. In accordance with the direction, AltaLink submitted its report to the Commission on December 23, 2013.<sup>3</sup> In the report, AltaLink stated that while both routes are viable from an agricultural and environmental standpoint, it continued to believe that the preferred route will have lower overall impacts. AltaLink stated that while the CERC route is shorter, slightly preferable from an environmental perspective and less expensive, a substantial majority of the individuals consulted favoured the preferred route over the CERC route. Also, the CERC route has greater potential incremental residential impacts. AltaLink concluded that it continued to be of the view that the preferred route provided a unique opportunity to re-align a major transmission

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<sup>1</sup> Decision 2013-369: Alberta Electric System Operator, AltaLink Management Ltd. and ENMAX Power Corporation – Foothills Area Transmission Development, Applications No. 1608620, No. 1608642, No. 1608637, No. 1608643, No. 1608649, No. 1608846, No. 1608861, No. 1608862, Proceeding ID No. 2001, October 7, 2013.

<sup>2</sup> Decision 2013-369, paragraph 811.

<sup>3</sup> Exhibit 905, AML CERC Route Report.



line route from an area planned for future residential development to an area planned for commercial and industrial development, which is more compatible with transmission lines.

3. The Commission afforded interested persons with residences or interests in land located between Points A45 – A60 – A67 – A70 on the approved route and Points A45 to A70 on the CERC route an opportunity to comment on the AltaLink CERC route report. Residents, landowners along this portion of the CERC route, and users of the Claresholm industrial airport provided comments in which they explained their reasons for favouring the approved route over the CERC route. Residents and landowners along the preferred route who, for the most part, participated in the hearing, favoured the CERC route for the reasons stated.

#### **Commission response**

4. The Commission has reviewed the AltaLink CERC route report and the comments received from interested persons and has asked that I inform you of its response.

5. The Commission accepts AltaLink's conclusion that, although both the approved routes located between Points A45 – A60 – A67 – A70 and the CERC route located between Points A45 to A70 are viable from an agricultural and environmental standpoint, the preferred route will have lower overall impacts. In addition, the CERC route has greater potential incremental residential impacts and the preferred route provides a unique opportunity to re-align a major transmission line route from an area planned for future residential development to an area planned for commercial and industrial development, which is more compatible with transmission lines. The CERC route is shorter and less expensive, but a substantial majority of the individuals consulted favoured the preferred route over the CERC route, including the Town of Claresholm. As a result, when all routing factors are considered, the CERC route would not result in lower overall impacts.

6. The Commission is satisfied that AltaLink has complied with its direction to examine the CERC route in Decision 2013-369 and does not require AltaLink to pursue the CERC route any further.

Yours truly,

Giuseppa Bentivegna  
Commission counsel

February 27, 2014

## **South Foothills Transmission Project**

### **Notice of AUC response regarding the investigation of the CERC route west of Claresholm**

Thank you for your ongoing participation in the South Foothills Transmission Project. On February 25, 2014, the Alberta Utilities Commission (AUC) issued a response to AltaLink's report on the investigation of the CERC route on the west side of Claresholm. In the response, the AUC stated that it accepts AltaLink's conclusion that the preferred route on the east side of Claresholm has lower overall impacts than the CERC route on the west side of Claresholm. AltaLink is no longer required to pursue the CERC route and may begin construction on the approved east route.

#### **Background**

On October 7, 2013, the AUC approved the South Foothills Transmission Project for construction. In its decision, the AUC approved the preferred route for the new transmission line (1037L/1038L) that will run from south of Fort Macleod to east of High River.

The preferred route runs along the east side of Claresholm. Although the preferred route was approved, the AUC directed AltaLink to examine a stakeholder suggested route for the new transmission line located on the west side of Claresholm (the CERC route). AltaLink filed a report on the investigated route on December 23, 2013, including a summary of stakeholder feedback gathered during consultation on the CERC route. The AUC allowed interested parties to comment on the two routes.

#### **The AUC response**

The AUC's response can be viewed on the AUC's website at [www.auc.ab.ca](http://www.auc.ab.ca). To access the response, type in the full internet address below:

<https://www.auc.ab.ca/eub/dds/default.aspx>

Click on 'Proceedings' on the left hand side of the page, then click on 'View Proceeding' and search for Proceeding ID number 2001 (in the Proceeding Status dropdown menu, click on 'Disposition Issued'). After you click on the proceeding link, the response will be under the Proceeding Submissions tab. You do not need a password to view proceeding submissions.

#### **Next steps**

We are currently preparing for construction. In the coming weeks we will be:

- completing surveys and geo-technical investigations
- securing remaining easements for the transmission line
- preparing the construction areas and access trails for foundation work to begin in mid March

We expect construction to be complete in the summer of 2015.

There will be a Right of Way Coordinator dedicated to landowners on the project. Where construction activities are required to take place on private property, your Right of Way Coordinator will contact you in the near future to discuss the specific dates and times we will require access to your property.



*Please note:* In December 2013, we mailed a newsletter to landowners along the approved route of the new transmission line that includes details about what to expect during construction. This construction newsletter, along with further information about this project and maps is available on [www.altalink.ca/satr](http://www.altalink.ca/satr).

**Contact us**

Stakeholder input has been important in determining a solution for this project. We are available to discuss any further questions or concerns you may have. Please contact us at [ftps@altalink.ca](mailto:ftps@altalink.ca) or 1-877-767-4484.

Sincerely,

A handwritten signature in blue ink that reads "K. Thorvaldson". The signature is fluid and cursive.

Kevin Thorvaldson  
Manager, Consultation  
AltaLink

**TOWN OF CLARESHOLM  
REGULATORY & PROPERTY  
SERVICES DEPARTMENT**



P.O. BOX 1000  
221 – 45<sup>th</sup> AVE W  
CLARESHOLM, AB T0L 0T0

# MEMO

**To:** Council  
**From:** Jeff Gibeau, Manager of Regulatory & Property Services  
**Date:** March 10, 2014  
**Re:** Status Update on AltaLink South Transmission Project

Urgent     For Review     Please Comment     Please Reply     Please Recycle

---

## Background:

Approximately 4 to 5 years ago the Alberta Electric System Operator (AESO) identified significant issues with Alberta's aging electrical transmission infrastructure. As a result of the technical and public consultation undertaken by AESO and AltaLink, it was identified that the existing electrical transmission line that is located just over a quarter-mile from the western boundary of the Town of Claresholm will need to be replaced (and upgraded). As a result, the Town of Claresholm identified a major issue in our community's long-term planning with the rebuilding (and upgrading) of the electrical transmission line to the west on the community, and the highway bypass to the east of the community (see attached). In effect, within 20 to 50 years, the Town could be encircled by two major utilities. As a result, the Town of Claresholm addressed this long-term planning issue by revising the Municipal Development Plan (a document that lays out the community's long-term planning policy) and opposing the alignment of the upgraded electrical transmission line to the west of the community. Instead, suggesting that a more logical placement of the new line would be to mirror the future highway bypass, adjacent to predominantly industrial expansion; leaving the western boundary to predominantly residential expansion. AltaLink concurred and fashioned their submission to the Alberta Utilities Commission (AUC) to reflect the east routing.

In March 2013, the Town of Claresholm Staff met with AltaLink Planners regarding the proposed South Foothills Transmission project. This project consists of the construction of a new double circuit 240kV steel lattice tower transmission line from south of Fort MacLeod to east of High River – the proposed alignment would position the new line to follow the future Highway #2 re-alignment to the east of the Town of Claresholm. This project replaces the existing single circuit line (located to the west of the Town); the salvage of the existing line will be a separate project undertaken at the direction of the AESO & AUC.

The project submission included:

- A new double circuit line approximately 118-125 km in length.
- A new substation southwest of Fort Macleod
- A new series capacitor station (similar in appearance to a substation) to be located approximately in the middle of the transmission line.

The South Foothills Transmission Project application went before the AUC for approval. The Committee for East Route Conservation Group (a group opposed to the preferred route east of the Town of Claresholm) retained experts to prepare evidence reports on issues relating to AltaLink's route development. The Town of Claresholm provided AltaLink with a letter of continued support for the proposed alignment.

Recently, the AUC approved the routing submitted by AltaLink, which included the east route around Claresholm. However, the AUC instructed AltaLink to undertake a comprehensive public consultation of a theoretical west route around Claresholm and report back before the end of 2013. On November 25, 2013 Town Council passed a motion that the Town of Claresholm continue to support the eastern alignment of the electrical transmission line; a letter dated December 6, 2013 was sent to AltaLink in this regard.

**Update:**

On January 15, 2014, the AUC sent a letter to all interested landowners and residents along the approved route indicating that they had received AltaLink's report. The letter went on to afford an opportunity to interested persons to comment on the AltaLink report.

On February 25, 2014, the AUC sent a letter (see attached) outlining the Commission's response to the original approval and the subsequent AltaLink report. The AUC is satisfied that AltaLink has complied with its direction to examine the CERC route in Decision 2013-369 and does not require AltaLink to pursue the CERC route any further. **As a result, it appears that the AUC is satisfied with the transmission line routing on the east side of Claresholm.** It may be possible that there is some future legal or appeal proceedings. However, as identified in AltaLink's letter dated February 26, 2014 (see attached), they are currently preparing for construction in the coming weeks. Completion of the project is anticipated for summer of 2015.

***Jeff Gibeau***  
***Manager of Regulatory & Property Services***



[townofclaresholm.com](http://townofclaresholm.com)

Phone: (403) 625-3381

Fax: (403) 625-3869

# Staff Report

**To:** Town Council  
**From:** Administration (Development and Property Services Department)  
**Date:** March 10, 2014  
**Re:** Automobile Sale at Community Centre on Town-Owned Lands

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## **Background**

On March 4, 2014 the Development and Property Services Department received a request, from the Loan Dr. Finance Centre, to operate an automobile sale on March 25 to 30 on town-owned lands adjacent to the Claresholm Community Centre.

As indicated in the attached letter from Jay Jokisch, the Claresholm Community Centre representatives are aware of the proposed automobile sale.

## **Lease Agreement**

The Lease Agreement, between the Town of Claresholm (the Landlord) and the Claresholm Community Centre (the Tenant), allows the Claresholm Community Centre representatives to use the Community Centre for any Permitted Use which is defined as “the operation and management of the Community Centre for use by the public and the Community Centre in compliance with all applicable laws, regulations or bylaws and for no other purpose whatsoever unless expressly authorized in writing by the Landlord in writing. The Permitted Use of the Community Centre includes use by the public, use by the Community Centre, operation of a concession, cultural or community events, and such other uses as authorized by the Landlord.”

## **Decision**

With the automobile sale being inconsistent with the definition of a Permitted Use, it is therefore considered one of the “such other uses” that may be authorized by the Landlord, which in this case is Council as representative of the Town of Claresholm.



Attention: Kris Holbeck and Jeff Doherty

RE: Application for business permit

We are hoping to be able to host a used car sale in Claresholm the last week of March 2014 at the Town Community Center. We have met with Karen and the board there has agreed to rent the venue to us, so we are reaching out to the town to make sure we have the proper permits and documentation to host the sale.

We are planning on running a 5 day sales event with 50-60 vehicles on-site. The event will be staffed with licensed sales people from our dealership, Car Max Canada Superstore, located at 2030 16th avenue NE, Calgary. Our City of Calgary business license # BL134317. We are part of the Hyatt Automotive Group, a large and well respected group of dealers in Calgary.

We have hosted several off site events like this one in multiple communities like yours, and it is important to us that the community feels that welcoming us is a positive experience, as we have and will continue to support the communities we visit via sponsorships and community support. That being said, we hear that a local hockey team is currently running a fund raising campaign to get them to La Crete for a provincial tournament. We would like very much to assist in their endeavors, as we feel this is a great initiative.

We hope that you will accept our application, as we look forward to working in the community annually. If the council accepts our application, we will move forward with our commitment to the hockey team as our community support donation. We pride ourselves on professionalism and will be providing sound product, great service and a positive purchase experience to your residence and community.

Best regards,

Jay Jokisch

President

Loan Doctor Inc.

Mayor Rob Steel and Council  
Box 1000  
Claresholm AB  
TOLOTO

**RE: 2015 SOUTHERN ALBERTA SUMMER GAMES**

We are writing you in the hopes that we may gain the Town of Claresholm's support in our pursuit of hosting the 2015 Southern Alberta Summer Games in Claresholm. We believe this will bring a huge boost to the economy and community in Claresholm over the week of events.

As you know, we have been invited by SARA (Southern Alberta Recreation Association) to host these games as they are looking for communities to keep the tradition going with this long running event.

Our letter of intent is due back to SARA by the end of March and we are hoping that we can count on your support in our bid for these games. We are just in the preliminary stages of planning and will keep the town posted as developments occur.

If you have any questions, please call Tina Attrill at 403-625-0850 or Chris Dixon at 403-625-0296.

Sincerely,

A handwritten signature in black ink, appearing to be 'Chris Dixon', written in a cursive style.

Chris Dixon  
Co-Chair  
Claresholm 2015 SASG Committee





Carol Thibert  
910- 4 Ave. S.  
Lethbridge, Alberta  
T1J 0P6

Mayor David Moore  
Box 1000  
Claresholm, AB  
T0L 0T0

Dear Mayor Moore

As a member of the Southern Alberta Recreation Association, I am once again pleased to send this invitation to bid on the 2015 Southern Alberta Summer Games. We are asking well in advance so that communities are given ample time to plan and fundraise.

I encourage you and your community to seriously consider this invitation, by either entering a bid as a single community or partnering with neighboring communities or MD's or counties.

The Southern Alberta Summer Games, which are held around the first week in July are the longest, consecutively running multi-sport event in Western Canada. We believe that they are worth keeping- but we need your participation as a host community to ensure that they continue to happen.

All communities wishing to bid must submit their letter of intent by February 29 to the above address with a completed bid by March 28 at 4:30 pm. A tour of bid communities by SARA representatives will take place in late April, with the decision to host, announced within two weeks of the bid tour.

Please see the enclosed Bidding information to learn more about the Bid process.

If you have any questions, please call me at 403 320 3040.

Sincerely

Carol Thibert  
Recreation and Culture Program Manager  
City of Lethbridge/SARA Games Chair

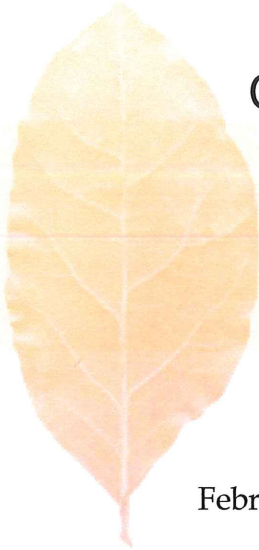
**A. BIDDING INFORMATION**

1. All bids should be directed toward the Chair of the Games
2. Sport Selection Criteria
  - a. The host Community must host all of the core sports plus optional sports to a minimum of 12.
  - b. Core sports are those that continue to exhibit high athlete and spectator participation.
  - c. Only optional sports may be added or deleted with the authorization of the Planning & Administration Committee.

<b>Core Sports</b>	<b>Optional Sports</b>
Soccer Swimming Track & Field	Archery Badminton Basketball Beach Volleyball Canoeing Cycling (Roadrace & Time Trails) Equestrian Golf Handgun Horseshoes Lacrosse Mountain Biking Powerlifting Rugby Slo-Pitch Smallbore Softball Tennis Trapshooting Tia Kwon Doe Volleyball

3. The Southern Alberta Recreation Association will consider including sports other than those indicated in (2) above, if requested by a bidding community. The Association will also ask the Host Community to consider hosting a sport not included in the bid for reasons of participant numbers or if the sport is being considered as a playoff for Alberta Games.
4. Bids should be submitted in written form including
  - a. Statements of desire by the municipality to host the Games.
  - b. Statements regarding sports which the community would like to host as outline in 2 and 3.

- c. Facilities to be used for the sports.
  - d. Dates for the Games to be determined between the Host Community and the Southern Alberta Recreation Association.
  - e. Statements, which would indicate names of people in the community who are qualified and might consider chairing committees for:
    - Games Chairman
    - Publicity
    - Medical
    - Social Events
    - Medals
    - Communications
    - Sports Facilities
    - Sports
5. The Southern Alberta Recreation Association has a grant available for the host community.
6. Any community bidding on the Southern Alberta Summer Games, that has hosted the Games in the last five years, their bid will be secondary to new communities.
7. The successful bid will be announced at the Opening Ceremonies of the Games.
8. The successful community will be required to provide sufficient liability insurance and will be required to sign a letter of agreement with the Southern Alberta Recreation Association. (Copy follows criteria)



**Claresholm Seniors Drop in Centre**  
5009 - 2nd Street East  
Claresholm, AB T0L 0T0

February 25th, 2014

Town of Claresholm  
221 - 45th Ave. W.  
Claresholm, AB T0L 0T0

**Attention: Kris Holbeck, CA CAO**

Dear Ms. Holbeck:

I attach a copy of our 2014 Liability Insurance Policy for the Senior Centre as I understand that we will be reimbursed by the Town for a portion of the fee.

After you have approved payment, would you please make the cheque payable to the Seniors Drop in Centre, as we paid the Co-operators in full in January, 2014.

Thank you in advance

Yours truly

Shirley Minogue, President  
Claresholm Seniors Drop in Centre

<b>Previous amounts paid out:</b>
<b>2012: \$787.00</b>
<b>2013: \$825.00      kw</b>

THIS COMMERCIAL INSURANCE POLICY CONSISTS OF THIS (THESE) DECLARATIONS PAGE(S) ALONG WITH THE "GENERAL CONDITIONS" (OR "STATUTORY CONDITIONS"), AS WELL AS ALL COVERAGE WORDINGS, RIDERS OR ENDORSEMENTS THAT ARE ATTACHED HERETO.

**COMMERCIAL INSURANCE POLICY**

Underwritten by certain underwriters at Lloyd's (hereinafter called the Insurer) through Lloyd's approved coverholder ("the Coverholder")



**Policy No. S70175**

**Declarations**

**Effective 1/21/2014**

INSURANCE IS PROVIDED ONLY FOR THOSE COVERAGES FOR WHICH A SPECIFIC LIMIT OF INSURANCE IS SHOWN - ON TERMS AND CONDITIONS CONTAINED IN THE FORMS INDICATED. ANY REFERENCE HEREIN TO THE "COMPANY" SHALL BE CONSTRUED AS "THE INSURER"

**PURPOSE OF THIS DOCUMENT**

**Renewal** - In return for the agreement of the Insured to pay the premium stated, this insurance Policy is continued in force for the period of insurance indicated. It is renewed subject to the limits of insurance and declarations shown herein. Should coverage wordings, riders or endorsements be attached hereto, they will replace the corresponding previous wordings. Otherwise all terms and conditions remain the same.

**THE COVERHOLDER**

**APRIL CANADA INC.**  
1100 - 235 Yorkland Blvd  
Toronto, Ontario M2J 4Y8

Main: (416) 925-2793  
Web Site: www.april.ca

Fax: (416) 925-7260

**SUB-AGENT OR SUB-BROKER**

**Federated Agencies Ltd**  
5600 Cancross Court  
Mississauga, Ontario L5R 3E9

**NAMED INSURED AND POSTAL ADDRESS**

**Claresholm Seniors Drop In Centre**  
PO Box 1518  
Claresholm, Alberta T0L 0T0

**LOCATION OF RISK**

Box 1518, Claresholm, Alberta T0L 0T0

**PERIOD OF INSURANCE**

From 21 January 2014 to 21 January 2015  
12:01 a.m. standard time at the Postal Address of the insured.

**FORM OF BUSINESS**

Individual

**DESCRIPTION OF BUSINESS OPERATIONS**

Senior Citizen Drop In Centre

**SUMMARY OF INSURANCE COVERAGE AND PREMIUMS**

TYPE OF COVERAGE	ANNUAL PREMIUM	MINIMUM RETAINED COVERAGE PREMIUM
Liability	\$900	Nil
Other	Incl	Nil
<b>Minimum Retained Policy Premium</b>		<b>\$206</b>

The Insured is requested to read this policy, and if incorrect, return it immediately for alteration.

In the event of an occurrence likely to result in a claim under this insurance, immediate notice should be given to the Coverholder whose name and address appears above. All inquiries and disputes are also to be addressed to this Coverholder.

For purposes of the Insurance Companies Act (Canada), this document was issued in the course of Lloyd's Underwriters' insurance business in Canada.

**THIS POLICY CONTAINS CLAUSES WHICH MAY LIMIT THE AMOUNT PAYABLE**

IN WITNESS WHEREOF THIS POLICY HAS BEEN SIGNED, AS AUTHORIZED BY THE INSURER BY

PER

Agreement No. HSG/BGH/14/2589(54) B1294

NEW ANNUAL PREMIUM ▶ \$900

PREMIUM NOW PAYABLE (EXCL. APPL. TAXES) ▶ \$900



**FOOTHILLS HIGH SCHOOL RODEO CLUB**

**Box 2969**

**Claresholm Alberta, T0L 0T0**

March 2014

To our Future Sponsor: *Town of Claresholm*

We would like to thank you for your continual, generous donation in support of our High School Rodeos at the Claresholm Agriplex. The rodeo in 2013 was a huge success and your significant donation was a very large reason why. Once again we are hosting a High School Rodeo for our 2014 Season on March 29 & 30 in Claresholm. Without these valuable donations, we are not able to put on such a successful rodeo each year.

Sponsorship helps cover our rodeo expenses which include; stock, arena, medical services and rodeo personnel including judges, pick up men, announcers, timers and arena director. Approximately 100 students accompanied by their parents from Southern Alberta and within our own town, will be competing/attending this rodeo. While in our community they will be supporting our businesses during their two day stay.

The members of our club participate throughout the school year in District One of the High School Rodeo Association. This is a non-profit, family oriented rodeo association which promotes leadership, public relation skills, dedication and camaraderie. There is no smoking or alcohol allowed and a dress code is strictly enforced and acceptable academic standings must be maintained throughout the year. High School Rodeo also teaches its members discipline and respect.

Your contribution will sponsor one of ten events. As a sponsor your name or provided business card will appear in the rodeo program each day, as well as the announcer mentions the sponsors several times during each performance. If your business has a banner we would also love to display it during the performances.

We would like to personally thank you for your support of the 'Youth of Tomorrow'. Any size of donation you are able to provide is greatly appreciated.

Yours Truly

**FOOTHILLS HIGH SCHOOL RODEO CLUB**



**FOOTHILLS HIGH SCHOOL RODEO CLUB  
SPONSORSHIP FORM  
March 29 & 30 2014 Rodeo**

**Sponsors Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

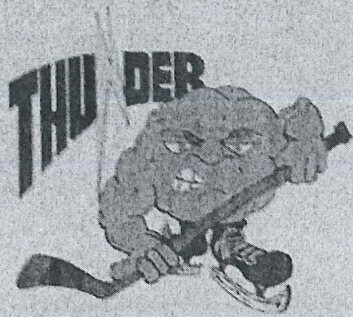
**Telephone #:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Please call 403-682-9736 for cheque to be picked up and please attach a business card for our program**

**mail to: Eryne Price Box 2969 Claresholm AB T0L0T0**

**It will cost approximately \$10,000 to put on this two day High School Rodeo.  
Any amount donated would be graciously accepted.**



February 25, 2014

On February 20, 2014 the Claresholm Midget Thunder won the Zone 5 Championship vs Magrath. This gives the Midget Thunder the opportunity to go to the provincial tournament and compete against some of the best teams in the province. The 2014 Midget "C" Provincials are being held in La Crete, Alberta March 21-23/2014.

There has not been a Claresholm midget team successful in zone play downs in over 7 years. Very few Claresholm teams at any level are successful as the competition in our zone is difficult. Claresholm Minor hockey is very proud of this Midget Thunder accomplishment and the opportunity to be represented at Provincials.

While this is a great opportunity for the Claresholm Midget team the cost associated with the 14 hour trip to La Crete is far more than we expected. We have fundraising planned and are gratefully accepting any donations to offset the costs. The costs of transportation and accommodations have been quoted at approximately \$8000.00 in addition to the individual expected player fees. Claresholm Minor Hockey is supporting this tournament as well however, there is still a substantial shortfall expected.

We hope that you will consider donating to Claresholm Minor Hockey to help support this fantastic opportunity that the team has worked so hard for. The Claresholm Midget hockey team is excited to represent our association, town, and community at this Provincial event. We would greatly appreciate any assistance that you could provide.

If you have any questions please feel free to contact Tina Attrill 403-625-0850.

Sincerely

Claresholm Midget Thunder Hockey Team  
Claresholm Minor Hockey



TOWN OF CLARESHOLM

POLICY

POLICY # CEOC 12-95

REPLACING POLICY # \_\_\_\_\_

EFFECTIVE DATE December 4, 1995

SUBJECT Requests for Financial Assistance - Sports Groups \*

DEPARTMENT Administration

AUTHORITY Council Resolution

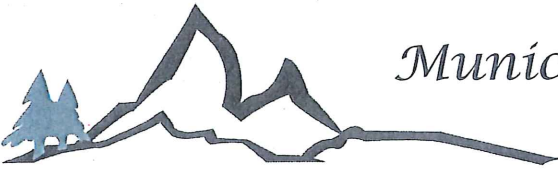
DATE PASSED December 4, 1995

PURPOSE: To set out guidelines for requests by sports groups for financial assistance.

POLICY: 1) Council deems it prudent to direct that no financial assistance will be given to any sports groups requesting funds to attend functions outside of the Town of Claresholm, (eg. Provincial playdowns, tournaments, playoffs.)

GUIDELINES:

- 1) Administration will advise any group who request financial assistance of the policy in place and deny the request in writing.



# Municipal District of Willow Creek No. 26

Office of the Administrator

*www.mdwillowcreek.com*  
123027 Secondary Highway 520  
Claresholm Industrial Area  
Box 550, Claresholm Alberta T0L 0T0

Office: (403) 625-3351  
Fax: (403) 625-3886  
Shop: (403) 625-3030  
Toll Free: 888-337-3351

February 12, 2014

## Re: Emergency Services Mutual Aid Agreement

Be advised that the Mutual Aid Agreements we have on file are outdated. Therefore, enclosed please find two (2) copies, already executed by the Municipal District of Willow Creek No. 26, for your review.

If this agreement is satisfactory, we ask that you in turn execute the agreements and return one copy to the Municipal District for our records.

Should you have any questions or require further information please call me at (403) 625-3351, extension 225, or my assistant Sandra Hillis at extension 258.

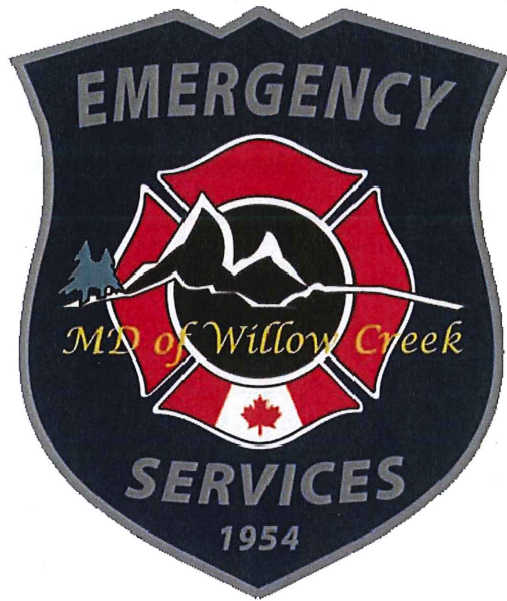
Yours Truly,

Travis Coleman  
Emergency Services Manager/Fire Chief



TC/slh

Encl.



# EMERGENCY SERVICES MUTUAL AID AGREEMENT

MEMORANDUM OF AGREEMENT BETWEEN:

**The Municipal District of Willow Creek No. 26,**  
A Municipal Corporation of the Province of Alberta;

-and-

**Town of Claresholm**  
A Municipal Corporation of the Province of Alberta;

WHEREAS, a peacetime emergency situation could affect any municipality to such a degree that locally based resources would be inadequate to cope with the situation;

AND WHEREAS, the above-name municipal governments have signified their desire to cooperate together in the matter of an emergency situation that would require the rendering of assistance either to or from a signatory of this agreement;

THEREFORE, This \_\_\_\_\_ day of \_\_\_\_\_, 2014, the signatories (referred to as "Party") to this agreement, agree as follows:

**NATURE OF EMERGENCY**

1. That either Party may call upon the assistance of the other party to render assistance that in the opinion of the party requesting the assistance is necessary for the prompt and safe handling of an emergency situation.

**OBLIGATION TO ASSIST**

2. Each Party to this agreement will render whatever assistance that it can without endangering the wellbeing of its own residents.

**CONTACT PERSONS TO BE APPOINTED**

3. Each Party to this agreement shall designate one or more contact persons, who shall administer this agreement on its behalf. Each Party to this agreement will designate a specific request for aid format to activate this agreement.

#### REQUESTING PARTY TO ASSUME DIRECTION

4. Each Party shall utilize all responding personnel and equipment in accordance to its emergency response plans. The responding personnel and equipment shall follow directions except in the event that the personnel or equipment shall be endangered beyond acceptable limits.

#### WITHDRAWAL FROM AGREEMENT

5. Any Party to this agreement may withdraw from the agreement by giving ninety (90) days' notice of withdrawal to the other Party.

#### ALL COSTS TO BE CHARGED TO REQUESTING PARTY

6. The Party requesting assistance hereby accepts financial responsibility for all services rendered and rental of all equipment's requests. The Accounting Officer for each Party will maintain a registry of services and equipment usage during the time of assistance.

#### EQUIPMENT AND PERSONNEL RATES

7. All equipment and personnel rates will be charged to the requesting Party at agreed upon Municipal rates.

#### PLEDGE OF PARTIES

8. By signing this agreement, both Parties promise to faithfully carry out the intent and purpose of this agreement and to further maintain a state of preparedness adequate to meet any emergency situation that may arise.

#### EQUIPMENT AND PERSONNEL

9. Only equipment owned by a mutual aid Party to this agreement or volunteered equipment shall be used in the case of this mutual aid agreement. In addition to the employees of a Party to this agreement, those who have voluntarily offered their services to any responding Party may be utilized under this mutual aid agreement.

#### VOLUNTEER EQUIPMENT AND PERSONNEL TO BE ACCEPTED BY REQUESTING PARTY

10. All volunteer equipment and volunteer personnel shall complete a standard volunteer agreement form at the offices of the responding Party. The form shall be faxed to the requesting Party for acceptance of terms and conditions of equipment rental and personnel costs.

INDEMNITY

11. The requesting Party shall indemnify and save harmless the responding Party(ies), its (their) employees, personnel and volunteers engaged in the performance of this agreement from and against all claims and demands, loss, costs, damages, actions, suits or other proceedings, including personal injury or death. Further, the requesting Party shall indemnify the responding Party(ies) against all loss or expense incurred by the responding Party(ies) for damage to its (their) equipment incurred by the performance of the services by the responding Party(ies) pursuant to this agreement, excluding damage or loss caused by negligence of the responding Party in the performance of duty.

IN WITNESS WHEREOF THIS AGREEMENT IS EXECUTED ON BEHALF OF THE PARTICIPATING MUNICIPALITIES (PRIVATE ORGANIZATIONS), BY THE HANDS OF THEIR OFFICERS DULY AUTHORIZED IN THAT BEHALF AND UNDER EACH MUNICIPAL SEAL AFFIXED.


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Reeve/Mayor

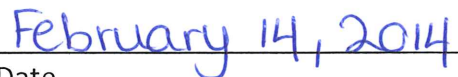
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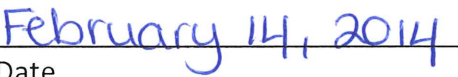
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**The Municipal District of Willow Creek, No. 26**

  
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Administrator

  
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# **STAFF REPORT**

**To: Mayor and Council**  
**From: Lisa Chilton/ Property Tax Administration**  
**Subject: Background on advertising the new Tax Penalty Date for Property Taxes**  
**Date: March 5, 2014**

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The advertising of the new tax deadline of June 30<sup>th</sup> came up as a discussion at the February 24<sup>th</sup>, 2014 council meeting. I would like to provide some background on the advertising to date and ask for direction from council on any other methods they see would aid in getting the information out to the public.

To date this is the timelines for advertising: (see attached documentation)

- April 23<sup>rd</sup>, 2012 - The proposal was put forward to Mayor and Council at the council meeting and council moved the change for the 2014 tax year.
- May 2, 2012 - Article "Property tax due date changes" in Local Press
- May 22, 2012 - "Important Notice" mailed to all banks and mortgage holders in order to provide 2 years notice
- June , 2012 - Put on Town of Claresholm website (still there today)
- June, 2012 - Put fluorescent coloured, large print notice in with all tax notices including the copies to the mortgage holders
- Oct, 2012 - Put same fluorescent coloured notice with utility bills
- Nov 28-Dec 2012 - Advertised in the "Town News" portion of the Local Press (5 weeks straight)
- Feb 2013 - Put notices on table at Trade Fair
- May 29-July 3, 2013 - Advertised in the "Town News" portion of the Local Press (7 weeks straight)
- June, 2013 - Put fluorescent coloured, large print notice with all the tax notices again including the copies to the mortgage holders
- Aug 21 & 28, 2013 - Advertised in the "Town News" portion of the Local Press (2 weeks)
- Nov 20-Dec 18, 2013 - Advertised in the "Town News" portion of the Local Press (5 weeks)

In summary the town has advertised 19 weeks in the Local Press, twice with tax notices, twice to mortgage holders and 21 months on the Town of Claresholm website. The fluorescent notices have been on the front counter at the Town Office for two (2) years. Administration is starting again to advertise in the Local press beginning in the March 5, 2014 issue until the end of June when space allows. We will also be including the large print, fluorescent notice in the tax notices to individuals as well as mortgage companies again for 2014. Starting in May the intention is to make the ad as large as possible until the end of June. We will also put it on our scrolling sign at the corner of Highway 2 and 50<sup>th</sup> Ave. beginning in May. If there are any other ways council thinks we could advertise please advise administration and we will be happy to implement it.



Hello Karine,

As per our discussion earlier, please find attached a copy of the PDF draft of the Economic Developers Annual Conference, outlining the agenda and sessions being offered.

I've been aware of this conference for a while, but it wasn't until Alberta Southwest made the official offer to pay for each of their board members' registration fees to attend, I felt it was an advantage we really couldn't overlook. Therefore, I would like to formally request approval for attending this conference from April 9 to 11, 2014.

For your reference, the following would be the identified expenses for the trip:

- Kilometers to and from the Kananaskis Delta Hotel - 440 total @ .54/km \$237.60
- 2.5 Days of salary \$575.00
- 7 hours time to and from the conference \$161.00
- 2 meals (Dinner) Actual costs with receipts/ without receipts \$20.00 each \$ 40.00

Travel Expense Salary Costs: **\$1013.60**

Hotel costs: For a 3 night stay (check in the evening of Tues. Apr. 8 and check out noon on Fri. Apr. 11) at the Kananaskis Delta Hotel at a discounted rate of \$149 / night plus tax & fees, it would be approximately **\$500**

Given that our community has expressed significant interest in developing an increased economy and workforce, I believe that attending this event would greatly compliment such an initiative. Not only would there be benefit from discussions on a vast majority of the topics being addressed, but also connections could be made with a variety of organizations that may help us in achieving our economic goals going forward. I would of course be willing to submit a report to council on the information obtained and connections made while at the conference.

As a final point of consideration, in looking for a way to apply funding to this venture, could we possibly consider pulling it out of the budget used specifically for economic development?

I hope you will give my proposal its due consideration, and welcome your candid feedback in response at this Monday's council meeting.

Very best regards,

***Councillor Shelley Ford***

***Town of Claresholm***

**Cell #:** 403.625.0116

**Email:** [shelley.ford@townofclaresholm.com](mailto:shelley.ford@townofclaresholm.com)

**Web:** [www.townofclaresholm.com](http://www.townofclaresholm.com)

## WEDNESDAY, APRIL 9

- NOTE: Pre-conference sessions are not included in the general conference registration. Delegates must register online in advance. Space is limited so register early.

### PRE-CONFERENCE SEMINAR: 9:00-11:30 AM

#### #1 Economic Disaster Recovery Workshop: (Sinclair Palliser Room)

What happens when a community faces a major economic disruption? Whether it is natural (fire, tornado, floods) or manmade (plant closures); what are some best practices public and private stakeholders should understand to rebuild communities and build resilience? This session will focus on what some communities have done to rebuild and restore their economy. Panelists will specifically speak about the Economic Disaster Recovery Project (EDRP) and provide highlights from the project that is currently underway.



**Moderator:** Richard Pauls, 2013-14 President, EDA

**Presenters include:** Mickie Valente, IEDC; Leann Hackman-Carty, EDA; Dale Wheeldon, BCEDA, Jerry Bologna, Jefferson Parish

EDRP Session Sponsors: EDA; BCEDA; IEDC; Government of Alberta, Ministry of Innovation & Advanced Education; RBC Foundation; Shell Canada Limited; Consulate General of the United States of America, Calgary, Red Cross (TBC)

### 9:00 AM-1:00 PM

#### CONFERENCE REGISTRATION (Conference Lobby)

### 1:00-2:30 PM

#### OFFICIAL CONFERENCE OPENING & KEYNOTE "ECONOMIC DEVELOPMENT: KNOW IT WHEN YOU SEE IT" (Gold/Silver/Bronze)

**Moderator:** Leann Hackman-Carty, Chief Executive Officer, EDA

**Traditional Welcome:** Chief LaBelle, Chiniki First Nation (Invited)

**Opening Remarks:** Richard Pauls, 2013-14 President, EDA

**Introductory Remarks:** Alberta Innovation and Advanced Education (TBC)

**Keynote Speaker:** Maury Forman, Senior Manager, Rural Initiatives and Innovations, Washington State Department of Commerce



Maury Forman is the Senior Manager for the Washington State Department of Commerce. His focus is creating healthy downtowns and a culture of entrepreneurship in rural communities. He is also the founder and director of the award winning Northwest Economic Development course at Central Washington University where over 2000 practitioners have graduated. He currently serves on the Board for the Bollinger Foundation. The organization raises and allocates funds for the education and support of children of a deceased parent who worked in community or economic development.

In 2012, Maury Forman became the first recipient of the Finkle Leadership Award in Economic Development for his integrity, tenacity and philanthropic work. He also received the 2012 Governors Performance Awards for exceptional work in 2012. His other awards include the International Economic Development Councils Preston Awards for outstanding contributions in educational advancement; the U.S. Small Business Administration's "Vision 2000" Award; and the ROI Research Institute Award for Innovation in Adult Education. In 2006, he was voted into the Inland Northwest Partners Hall of Fame for his work with rural communities.

Mr. Forman is the author and editor of numerous books on economic development, such as; "The Ten Commandments of Community Leadership" (4th printing), "25 Immutable Rules of Successful Tourism" (third printing), "Learning to Lead" (third printing), "Washington Entrepreneurs Guide," "Community Wisdom, How to Create Jobs Now and Beyond 2000," and "Journey to Jobs."

Sponsor: Alberta Innovation and Advanced Education

**2:30-2:45 PM**

### **REFRESHMENT BREAK** (*Convention Foyer*)

Sponsor: Town of Okotoks

**2:45-3:45 PM**

### **ENERGY TRENDS AND OPPORTUNITIES** (*Gold/Silver/Bronze*)

**Introductory Remarks:** Canadian Association of Petroleum Producers (CAPP)

**Keynote Speaker:** David Manning, Alberta's Representative to Washington

David Manning is Alberta's envoy in Washington. He will speak about some of the priorities he is working on to ensure future sustainability and growth of the energy industry in Alberta, and in Canada.

Mr. Manning was a Senior Vice President and Energy Practice Leader for Vanasse Hangen Brustlin, Inc., a Boston based engineering firm with offices throughout the Eastern United States.



Mr. Manning also advised M.J. Bradley & Associates, an engineering and consulting firm which focuses on the convergence of energy and the environment.

Mr. Manning also held the position of Executive Vice President of External Affairs and Chief Environmental Officer for KeySpan/National Grid, the second largest gas & electric utility in the United States. He had responsibility for all external affairs, including government relations on the local, state, and national level, public relations and communications, as well as community strategy. Mr. Manning also managed both environmental policy and environmental operations for KeySpan. KeySpan operated throughout the U.S. Northeast, and was acquired by National Grid, the London based utility.

Prior to his role with KeySpan/National Grid, Mr. Manning was the President of the Canadian Association of Petroleum Producers, the industry trade group representing the entire Canadian upstream, including Alberta's Oil Sands. In that capacity, he was a delegate to Kyoto and introduced the first industry-led voluntary CO2 reduction program in 1995.

In addition to Mr. Manning's corporate and trade association leadership, he served in government as the Deputy Minister of Energy for Alberta in the early 90's, following five years as Alberta's International Trade Counsel and representative in the United States. In that capacity, he was actively involved in the creation of the Canada-U.S. Free Trade Agreement and the North America Free Trade Agreement on behalf of the province. He also participated in the successful efforts to develop infrastructure and significantly expand Canadian energy exports to U.S. markets.

Sponsor: CAPP

**3:45-4:00 PM**

### **BREAK**

4:00-5:15 PM

## BREAKOUT SESSIONS

### Session 1: AlbertaBusinessCounts: How ExecutivePulse Works (Sinclair Palliser)

**Moderator & Introductory Remarks:** Matt Cornall, Board Member, EDA

**Speaker:** Laith Wardi, ExecutivePulse, Inc.



AlbertaBusinessCounts is a consistent province-wide method for gathering data needed to identify and analyze business needs at the local, regional and provincial level.

Last year, Economic Developers Alberta (EDA) acquired the provincial master license for ExecutivePulse software, which is the foundation of the AlbertaBusinessCounts program. Through a special licensing agreement, EDA is able to make this software available to economic development organizations in Alberta.

EDA believes business retention and expansion programs are best performed as a community driven activity to maximize local development of existing industry. Each community or region develops its own approaches to conduct business outreach. A robust database management system is an integral part of this approach.

If you are interested in learning more about how this software can help in your data collection efforts, in particular how it supports your business retention and expansion program, don't miss this hands on demonstration by Laith Wardi, President of ExecutivePulse.



Laith Wardi, has worked in the economic development profession for over 20 years. He has comprehensive experience in business retention and expansion that includes one-to-one outreach to hundreds of value-added client companies, and 15 years of regional program management in his home state of Pennsylvania. In 1994-95, Mr. Wardi pioneered the first web-based system for business retention. Today, The ExecutivePulse™ 2014 CRM is an industry leading technology solution for all facets of economic development and the most widely used database for business retention and expansion in North America. ExecutivePulse clients represent the provinces of Alberta, British Columbia, Nova Scotia, Ontario and Saskatchewan as well as the states of Connecticut, Montana, Nevada, Oklahoma, Pennsylvania, Utah, and Virginia. In addition, ExecutivePulse works with dozens of leading metro areas and localities throughout North America.

As a founder and President of ExecutivePulse Inc., Laith Wardi provides skills training, technology development and management consultation to clients seeking to implement systematic and sustainable customer outreach programs. Since 1996, he has been an instructor of business retention for the professional certification program sponsored by the International Economic Development Council (IEDC). Mr. Wardi routinely speaks to community, economic and workforce development audiences throughout the United States and Canada on customer retentions and one-to-one database marketing and technology assimilation. Whether you currently use the program, or are considering it, don't miss this informative session.

*Sponsors: EDA & ExecutivePulse*

### Session 2: Best Practices in FDI (Gold)

Are you uncertain how to leverage your limited budget to implement a dynamic foreign direct investment (FDI) strategy? Learn how to transform your FDI strategy through partnerships, collaborations, tools and resources within industry and to understand firsthand why FDI is important to industry.

**Moderator:** Sara Chamberlain, Board Member, EDA

**Introductory Remarks:** TBC

**Panelists:** Chris Knight, fDi Intelligence



Chris Knight heads the fDi Benchmark division of fDi Intelligence -- in addition to serving as a business development executive focusing on the US and UK markets, he - has been working on benchmarking projects for more than four years and has worked with some of the largest economic development organizations in the world.

Chris Knight develops bimonthly rankings for various sectors using in-house data, which is published in fDi Magazine. The most recent are rankings identifying the best global locations for attracting renewable energy FDI projects. As well as benchmarking, Mr. Knight works on a variety of different reports comparing market and sectoral performance in terms of FDI.

fDi Intelligence is a specialist division of the Financial Times Ltd., established to provide industry leading insight into globalization with a portfolio of world-class products, services and business tools that allow companies and economic development organizations to make informed decisions regarding foreign direct investment and investment attraction. The fDi Intelligence portfolio includes fDi Atlas, fDi Benchmark, fDi Markets, fDi Magazine and fDi Reports.

*Sponsor: TBC*

**6:00-6:30 PM**

## **COCKTAIL RECEPTION** (*Convention Foyer*)

**6:30-8:30 PM**

## **EDA PRESIDENT'S 40<sup>TH</sup> ANNIVERSARY MIXER** (*Gold/Silver/Bronze*)

This is an excellent opportunity to meet the EDA Board of Directors and network with colleagues, sponsors and speakers. The reception includes a range of tasty hors d'oeuvres and a cash bar. There will also be a 40<sup>th</sup> anniversary video shown courtesy Twist Marketing.

Dress: Business Attire

*Sponsor: Economic Developers Alberta*

*Following the President's Mixer, the EDA Hospitality Suite (Walker/Champion Room) will be open until midnight.  
Co-Sponsors: Allnorth & TBC*

## **THURSDAY, APRIL 10**

**7:00 AM**

## **BREAKFAST BUFFET** (*Convention Foyer*)

**8:00-8:45 AM**

## **PLENARY** (*Gold/Silver/Bronze*)

**Moderator:** Leann Hackman-Carty, Chief Executive Officer, EDA

**Opening Comments:** Charmaine Hammond, Team Toby

**Introductory Remarks:** Michele Perret, Northern Gateway Pipelines

**Keynote Speaker:** Barry Heck, Chair of the Alberta Economic Development Authority (AEDA) and President and CEO of WinSport

Barry Heck's career is focused on the formation, growth and management of a wide range of businesses, particularly in the area of energy and natural resources, technology development, sport, commercialization and finance. Since 1985 he has been involved in numerous corporate initiatives, from start-ups to large public corporations. He also has extensive board and corporate governance and compliance experience; as an advisor to numerous corporate boards, as a CEO and as a corporate board member. During his career, Mr. Heck has worked throughout North America and in many international locations, including Europe,

Mexico, Japan, Korea, China, Taiwan and Israel. He also has extensive charitable, community, political and not-for-profit involvement and board experience.



Currently, Barry Heck is the President, CEO and member of the Board of Directors of WinSport (Calgary Olympic Development Association), a winter sport institute providing world-class sport facilities and programs. As a not-for-profit organization, WinSport supports national sport organizations, encourages educational opportunities and subsidizes the operation of unique training and recreational facilities used by the nation's top athletes and the general public. WinSport hosts numerous world-class sporting and other events at its facilities in Calgary at Canada Olympic Park and at the Canmore Nordic Centre.

He was appointed Chair of the Alberta Economic Development Authority (AEDA) in January, 2013. Barry will speak about attracting major sporting events to a community, and their economic impact.

Sponsors: Northern Gateway Pipelines & Team Toby

**9:00-10:15 AM BREAK OUT SESSIONS**

**Session 1A: Economic Disaster Recovery: The important role of crisis communication in community (Silver/Bronze)**

**Moderator:** Natalie Gibson, Community Economic Development Program (CEDTP) Trainer, EDA  
**Introductory Remarks:** Calgary Economic Development (TBC)  
**Panelists:** Vlad Grigore, Hill+Knowlton (H+K) Strategies; Luke Raymond, Tourism Canmore Kananaskis

Communication is usually compromised in a post-disaster situation. A breakdown in communication is cited as one of the most difficult barriers for the business community after a disaster. This session will focus on the important role of communication pre and post-disaster and provide best practices in effective communication before and after a crisis, as well as how to prioritize economic recovery actions following a major disaster.



Vlad Grigore is responsible for leading H+K's emergency preparedness offering. His experience includes creating and overseeing emergency preparedness programs for Statoil's North American operations; emergency response plan writing; exercise design, facilitation and evaluation; emergency response analysis; training program design and delivery; and the mentoring of emergency preparedness personnel.

Vlad Grigore is certified in the Incident Command System, has acted as an Incident Commander on Statoil's Incident Management Team, and has been trained as a Care Team member, able to respond to incidents involving serious impacts to employees and families.

In the past four years, Mr. Grigore has been activated in a number of real incidents as an Incident Commander. Recently, he has acted as a Crisis Team Leader for a number of clients, including a petrochemical transport company and an educational institution. He has written crisis communications plans for numerous upstream and midstream oil and gas companies and has acted as Public Information Officer, leading a Joint Information Centre, in a full scale exercise involving more than 30 government regulatory participants.



Luke Raymond is a filmmaker, photographer, and the social media manager for Tourism Canmore Kananaskis.

During the 2013 Flood, the town of Canmore experienced significant damage. The highway was washed out, businesses and homes were impacted. Coverage of the disaster was broadcast worldwide causing visitors to cancel their upcoming vacations during Canmore Kananaskis' key tourism season. Once the highway re-opened, Tourism Canmore Kananaskis launched a marketing campaign called "Alberta's Backyard. Back Open". The campaign relied on online and social media to spread the message that Canmore was open again to visitors, resulting in a record-breaking summer tourist season. Google Canada awarded Tourism Canmore Kananaskis and the Town of Canmore the Google e-Town Award and created a case study on the campaign.

During the community consultations for the Economic Disaster Recovery Project, Tourism Canmore Kananaskis was mentioned by a number of communities for their strong crisis communications efforts, and was considered an example of a best practice in this area. Luke Raymond will speak about the role of Tourism Canmore Kananaskis during the flood, and how it used a number of tools to communicate to their residents and businesses in real time.

Sponsor: Calgary Economic Development

**Session 2A: Fostering Entrepreneurship In Your Community (Gold)**

**Moderator:** Holly Sorgen, CEDTP Trainer, EDA

**Introductory Remarks:** Sara Chamberlain, Board Member, EDA (TBC)

**Panellists:** Rob Price, Canadian Youth Business Foundation (CYBF); Josephine Pon, Immigrant Services Calgary; Kent Rupert, Airdrie Economic Development

Entrepreneurship is recognizing opportunities. It is the ability to create and build something from practically nothing. It is about initiating, and building an enterprise or organization---rather than watching, analyzing or describing one. It is the inherent knack for sensing an opportunity where others see chaos, contradiction and confusion. It is the ability to build a founding team to complement your own skills and talents. It is about having the know-how to find, marshal and control resources (often owned by others) and to make sure you don't run out of money when you need it most. Finally, it is about the willingness to take calculated risks, both personal and financial - and then do everything possible to get the odds in your favour. It is also one of the driving forces of the modern global economy. It is a primary source of job creation, prosperity, and economic competitiveness. While the effects of entrepreneurship on economic progress are widely recognized, there is very little understanding of how best to foster it.

How can community leaders foster entrepreneurship? This session will showcase examples of how communities are fostering entrepreneurship with youth, new immigrants and home-based business owners—and how these efforts are paying off.



Having joined Canadian Youth Business Foundation (CYBF) in January 2013, Rob Price brings many years of marketing and management experience to this national non-profit organization. He spent the last four years managing the Dealer Sales Channel at Sears, and prior to that, worked for TELUS. His own entrepreneurial experiences include owning and operating two Cyclepath stores, and sharing his well-rounded expertise with emerging entrepreneurs by teaching at Georgian College. Rob Price completed his Bachelor of Business Administration at Northwood University in Michigan, and has volunteered at the Alzheimer Society. He is also a board member of The Greater Barrie Chamber of Commerce and Vice Chair for The Downtown Barrie Business Improvement Area, The Canadian Youth Business Foundation (CYBF) is a national non-profit organization dedicated to growing our nation's economy one young entrepreneur at a time. It provides youth aged 18-39 with pre-launch coaching, business resources, start-up financing and mentoring to help them launch and sustain successful businesses.

Josephine Pon is the Regional Business Development Manager of Multicultural Banking for Scotiabank, Prairie Regional Office. She has worked in this position for over five years and responsible for providing strategy and leading and managing the region to achieve the sales targets and goals in Multicultural Banking. She has had the opportunity to work in two other major chartered banks and in the federal government department of the Canada Mortgage and Housing Corporation (CMHC) – International Trade, Mortgage Insurance and Assisting Housing units.



Ms. Pon is originally from Hong Kong and moved to Edmonton, Alberta with her family when she was a teenager. She completed her post-secondary education majoring in Business Management and Finance in Edmonton and began her banking career with the HSBC. She has been in the banking related industry for over 20 years. Josephine Pon has a wealth of banking experience ranging from Personal Banking to Commercial Banking to managing a Broker Mortgage Centre. She has also successfully set up a new Asian Commercial Banking Centre, launched a multicultural project for CMHC nationally and continued volunteering as a Board Chair for Immigrant Services Calgary, Gala Chair of Immigrant of Distinction Awards and Board Member of Asian Heritage Foundation. She is also a mentor for the Mentorship Programs with CCIS and event chair in numerous non-profit agencies in the past.



As the Team Leader for Airdrie Economic Development, Kent Rupert has developed a number of economic development strategies that have set the direction for the City of Airdrie in business retention and expansion as well as new investment attraction.

Over the past 9 years the City of Airdrie has doubled its population to over 43,000 and over \$200 million in commercial/industrial construction value. Kent Rupert and his team have been directly involved in many of those key investment successes. He has also created a number of successful training programs for local business and a number of marketing strategies that have

been recognized provincially and internationally. One of his very successful initiatives is fostering home-based business development. Many other communities, looking to develop a home-based business sector, consider Mr. Rupert's work a best practice.

Sponsor: *The Business Link*

### Session 3A: Bio-Industrial Development: Growing Biomass, Growing Opportunities, Growing Municipalities *(Explorer)*

**Moderator:** Dale Barr, CEDTP Trainer, EDA

**Introductory Remarks:** Martin Ebel, Lethbridge County

**Panelists:** Jeff Bell, Alberta Agriculture and Rural Development; Tim Haig, Forge Hydrocarbons; Chris Perry, GrowTEC; Mayor Glenn McLean, Town of Drayton Valley

Renewable energy and renewable chemicals continue to outperform other sectors - attracting significant global investment despite the global recession. Consumer demand, superior performance, environmental pressures and improving economics are all expected to drive further investment in bio-refining.

Alberta is blessed with abundant resources including agriculture and forestry biomass, a perfect foundation on which to build a world-class bio-economy. Between now and 2022 it is expected more than \$170 billion will be invested in new bio-refineries around the world. The global market for bio-based chemicals will grow to \$12 billion. The value of the global biofuels market will double to \$185 billion- biofuels already account for 3% of total global road transport fuel and this percentage is expected to grow. Join us at this session to learn:

- What is a bio-cluster?
- How to get started?
- What are the opportunities for Alberta's municipalities?
- Presentations to include current bio-industrial developments in Alberta and beyond.



Jeff Bell currently works as a Clean Energy Development Officer for Alberta Agriculture and Rural Development where he seeks out investment opportunities for clean energy and biorefining. His diverse background includes international work in academia, private sector, not-for-profits and the public sector. This experience has allowed him to build expertise on a range of energy technologies; both renewable (bioenergy, biofuels, solar, wind, geothermal) and non-renewable (coal, natural gas). He is also interested in integration strategies such as district energy, cogeneration and smart grid. Mr. Bell's skills include technical and non-technical writing, editing, research, regulatory development and amendment, electricity markets, greenhouse gas quantification and emissions trading. Prior to his current role, he worked for Alberta Energy where he was responsible for a range of files including the Renewable Fuels Standard Regulation, the Micro-generation Regulation and the cross-ministry Alternative and Renewable Energy Policy Framework initiative. Previous to that he worked in a number of advocacy positions promoting clean energy around the world.

Tim Haig is a serial entrepreneur with over 25 years in the fields of strategic business development and financing with an emphasis on environmental technologies and engineering, specifically in renewable energy. He is currently the President and CEO of Forge Hydrocarbons, a company that is commercializing a patented process that takes agricultural feedstocks like animal fat, such as beef tallow, crop seed oil and even restaurant grease, and converts them into "drop-in" fuels. Mr. Haig was Co-Founder and President and Chief Executive Officer of BIOX Corporation which he took public on the TSX (BX) as Canada's largest biodiesel company. Mr. Haig is also Chair of the Canadian Renewable Fuels Association where he is currently serving as Interim President. Prior to founding BIOX, Mr. Haig held several senior management positions with high profile organizations both in Canada and the UK. He was also instrumental in developing and financing several major wind farms across Europe. Mr. Haig received his MBA in London, England and his degree as an Industrial Engineer from the Royal Military College of Canada. He served as an Officer in the Canadian Armed Forces (ARMY).



Chris Perry is a progressive leader and interdisciplinary thinker with a vision to integrate environmental stewardship and innovative technology into agriculture and the rural Alberta landscape. After three years of electrical engineering studies, he realized his true passion was in his agricultural roots. Chris went on to graduate with a Bachelor of Science in Agriculture Technology and Management (Honors) from Washington State University. Since returning home to Alberta in 1998, Chris and his brother Harold have taken over management of the family farm, tripled the land base, and increased the net worth six-fold in ten years. Chris is co-



manager of the Perry farm and, when not farming or building innovative energy facilities, he sits on the Potato Growers of Alberta Board and is the agricultural representative for Economic Development Lethbridge (EDL). He is also the President of GrowTEC.



Glenn McLean is the newly elected Mayor of the Town of Drayton Valley, having previously served on Town Council from 1998-2001 and 2010-2013. Mr. McLean is also a successful lawyer at Duncan Craig LLP with a focus on Real Estate and Business Law.

As an active community member and local resident he understands the unique challenges that the bio-industry faces in communities that see continual growth and prosperity from the oil and gas sector.

Drayton Valley's Bio-Mile was a concept that developed following the shutdown of Weyerhaeuser's Oriented Strand Board mill in Drayton Valley in 2008 which resulted in significant job loss and overnight tax base for the community. Town Council, as well as administration, recognized the bio-industry as a way to create a sustainable industry for our region. Six years later, Drayton Valley is now being recognized nationally for its innovation and leadership in this developing industry. One of the key components for Bio-Mile's success is the upcoming construction of the Clean Energy and Technology Centre which will be a hub of bio commerce, applied research, education and skills training, along with business incubation. Mayor McLean, as a community leader, is excited to see the Bio-Mile momentum continue forward and see similar bio-clusters develop nationally.

*Sponsors: Alberta Agriculture and Rural Development & Lethbridge County*

## 10:15-10:30 AM

### REFRESHMENT BREAK (*Convention Foyer*)

*Sponsor: TBC*

## 10:30 AM-11:45 AM BREAK OUT SESSIONS

### Session 1B: Economic Disaster Recovery: The importance of preparedness and planning (*Silver/Bronze*)

**Moderator:** Natalie Gibson, CEDTP Trainer, EDA

**Introductory Remarks:** TBC

**Panelists:** Mickie Valente, Valente Advisers; Jerry Bologna, Jefferson Parish Economic Development Commission; Alice Murray, Shell Canada Limited

After a disaster, communities are often unprepared for the chaos that emerges, even if they have engaged in pre-disaster planning. Planning for long-term economic recovery seems like a difficult task when there are pressing humanitarian, cleanup, and rebuilding needs.

A disaster-impacted community needs to develop a vision for how it will rebuild its economy. It takes time, leadership, and resources – all of which will be in short supply – to develop an economic recovery plan with support from community stakeholders. Yet, a post-disaster strategic plan provides the opportunity to re-evaluate economic objectives in light of vulnerabilities to disaster, and establish strategies and action steps to make progress toward long-term recovery.



Mickie Valente is the president of Valente Strategic Advisers LLC, a Florida-based, consulting firm that focuses on economic development and post-disaster redevelopment planning. She is internationally known as a strategic planner who assists community business leaders in developing critical business recovery and long-term economic redevelopment strategies. She has been at the forefront of groundbreaking initiatives to integrate economic development principles and engage private sector stakeholders in planning that enhances community resiliency and accelerates economic revitalization following a major economic disruption.

Recently, she has served as a team leader in post-disaster economic recovery initiatives in Alaska following the Yukon River Flood in 2012 and in New York after Hurricane Sandy in 2012. In both cases, she worked with the Economic Recovery Support Function (RSF) team, which is led by the US Economic Development

Administration (EDA), as one of six RSFs mobilized following major disaster events under the National Disaster Recovery Framework. Prior to that she participated as an expert adviser in the Economic Disaster Recovery Project in order to help assess the economic impact of major flooding in 10 Alberta communities in the June 2013. She participated as a subject matter expert on a team that visited each community and made recommendations for economic recovery to local, provincial and federal leaders.

She regularly participates as an adviser for the development and implementation of national economic and business recovery initiatives with the (EDA) and the International Economic Development Council (IEDC). In the last five years, she has served as a subject matter expert on economic assessment teams deployed by EDA and IEDC. Mickie spearheaded the development and implementation of Emergency Support Function 18 for “Business, Industry and Economic Stabilization” at Florida’s State Emergency Operations Center. This national model integrates public agencies, private sector businesses and non-profit organizations with Florida’s disaster preparedness, response and recovery programs. She also worked with the Florida Division of Emergency Management to develop the Standard Operating Procedures for ESF 18.

Prior to launching her consulting business, Mickie served as the Director of Partner Relations for Enterprise Florida, Florida’s lead economic development organization, serving as the agency’s liaison with all of Florida’s local and regional economic development, regional workforce development and business support organizations. She also served as a director with the Florida Council of 100 – Florida’s CEO roundtable organization – collaborating with other business leadership organizations to develop economic, education and growth leadership strategies.



Jerry Bologna was named Executive Director of the Jefferson Parish Economic Development Commission (JEDCO) in December 2012. He has been with JEDCO for over 12 years and was previously JEDCO’s Deputy Director where he oversaw all economic development functions of the organization.

Jerry Bologna has been instrumental in industry recruitment having partnered with the Louisiana Department of Economic Development, Greater New Orleans, Inc. and other agencies in the attraction of new businesses to Jefferson Parish. Recently, he had an instrumental role in attracting global chemical leader, Dyno Nobel America, to Waggaman where the company will build an \$850 million anhydrous ammonia production facility. He also worked to bring Smoothie King’s international headquarters and Starr Textile Services, a commercial laundry, to Jefferson, creating 170 jobs. Mr. Bologna was actively involved in the retention of PeoplesHealth, retaining 600 jobs and resulting in the subsequent creation of 125 jobs. Additionally, he was influential in landing the NOLA Motorsports Park, a \$70 million development that includes the longest kart and road courses in North America. In 2011, the International Economic Development Council recognized him as the New Economic Development Professional of the Year. He also achieved the Certified Economic Developer designation in 2011.

Business and political leadership, including members of the US Senate have recognized Jerry Bologna’s contributions to the region’s recovery efforts following Hurricane Katrina . He was invited by the Business Civic Leadership Center of Economic Development Council to assist in the development of a business and economic recovery plan for Galveston, Texas following Hurricane Ike. More recently, he was invited to help craft business recovery recommendations for communities hit by the BP oil spill and Hurricane Sandy. Mr. Bologna serves on the Boards of the Jefferson Chamber, Greater New Orleans, Inc., and Café Hope, a program of Catholic Charities of New Orleans. He regularly lectures to entrepreneurship classes at the University of New Orleans as well as speaking to various business and civic groups throughout Southeast Louisiana.

Alice Murray is the Community Liaison Officer, Central Alberta Region for Shell Canada. In that capacity she has been involved on the board of the Sundre Petroleum Operators Group (SPOG), a grassroots not-for-profit society that responds to the interests and concerns of the residents, landowners, and industry operators in the area. Initiatives such as the Emergency Management Alberta Pilot Project on integrated emergency response, Alberta Transportation’s Traffic Subcommittee on Highway 22 safety, Alberta Energy’s project on provincial Energy Literacy and the ongoing support of the synergy movement in Alberta has widened SPOG’s circle of influence to participate with government and regulators on many levels. She also sat on the Board of Directors for the Central Alberta Economic Partnership for 8 years as the industry representative for the County of Clearwater.



Panelists will provide valuable insights about the importance of disaster preparedness planning for communities, and provide advice and real life examples on how your community can better prepare for an economic disruption, whether man made or natural..

Sponsor: TBC

## Session 2B: Innovative funding tools for your community (Gold)

**Moderator:** Holly Sorgen, CEDTP Trainer, EDA

**Introductory Remarks:** Michael Bevan, AUMA

**Speaker:** Marty Gunderson, National Crowdfunding Association of Canada; Ray Essiambre, InfraCycle Fiscal Solutions

As government funding for communities continues to decrease, more and more communities are seeking non-traditional funding sources such as; crowdsourcing, co-operative models of investment, and new models of financial sustainability.

This session will provide attendees with three very different innovative approaches to funding.

Crowdfunding is a method of financing that involves funding a project with relatively modest contributions from a large number of individuals. Campaigns are typically conducted online through dedicated crowdfunding sites, often in conjunction with social networking sites. Depending on the project, campaign contributors can be making donations, investing for a potential future return on investment (ROI), or prepaying for a product or service.



Marty Gunderson is a president and chief consultant for Gunderson & Associates, where he provides advisory services in the exempt market finance industry in Canada. The emphasis of his practice is providing guidance on creating marketable investment structures, securing distribution and ongoing investor relations. With numerous successful financings to his credit, Mr. Gunderson continues to work with companies interested in raising capital. He has been in the financial services industry for 17 years, and has successfully facilitated numerous of large financings in real estate, oil and gas service companies, apartment buildings and mining. He has built a robust network of exempt market dealers, representatives and professional services in the exempt market. His extensive experience in the exempt market has led to a number of leadership roles in sales and operations. He has a deep knowledge of raising capital and distributing quality financial instruments, and has developed and taught many industry courses, including a preparatory course for students taking the Exempt Market Representatives Qualifying exam. As a Certified Financial Planner (CFP), he has consulted numerous individuals and companies on

financial, corporate and retirement strategies. He has also taught hundreds of students on elements of financial planning, all across Western Canada. Most recently Marty joined the board of the National Crowdfunding Association of Canada that works closely with industry groups, government, academia, other business associations and affiliates to create a strong and vibrant crowdfunding industry and voice across Canada.



Ray Essiambre is President and Founder of InfraCycle Fiscal Solutions. He oversees corporate planning and strategic direction and is responsible for Product Development, Business Development, Operations, Finance and Administration. Before founding InfraCycle Fiscal Solutions, Mr. Essiambre was a Land Use Planner and Land Development Consultant for 30 years. He has planned and obtained municipal approvals for more than 250 residential and commercial developments. His municipal experience includes employment with the Town of Oakville, the City of Edmonton and the City of Ottawa. His experience also includes work in several Canadian provinces and the United States.

Ray Essiambre has made more than 300 presentations on the subject of Financial Sustainability, Fiscal and Community Impact.

For many, sustainability seems impossibly out of reach. Whether you are an economic developer or an elected official, you can improve your municipality's bottom-line resulting in reliable revenue generation and better support for municipal infrastructure and community services. Ray Essiambre's presentation will provide you with some best practices of what other Canadian municipalities are doing in this area, and provide with a step-by-step approach and tools to make better, sustainable decisions for your municipality.

Sponsor: AUMA

## Session 3B: Economic Developers- They don't just work for the municipality (Explorer)

**Moderator:** Natalie Gibson, CEDTP Trainer, EDA

**Introductory Remarks:** Cynthia Stewart, International Council of Shopping Centers

**Panelists:** Gerry Gabinet, Strathcona Economic Development; Kieron Hunt, CTA Architects Engineers

Economic Development is fuelled by the retention, expansion and attraction of jobs and businesses, including but certainly not limited to those in the Retail industry.

The role and importance of an EDO has continued to evolve. Until recently, EDOs were perceived to represent only municipal interests, however more and more EDOs are becoming the face and critical liaison between the Public and Private sector. Where time is money, the EDO can truly work for the best interest of all sides.

Learn how other EDOs have bridged the gap in being proactive for their municipality as well as attracting and working collaboratively with tenants and developers. A panel will explore the benefits, challenges and opportunities for putting your EDO in the best position to mutually promote the interests of the Public and Private sector from a retail perspective.



Cynthia Stewart is the Director of Community Relations in the International Council of Shopping Centers Office of Global Public Policy. She has been with ICSC since 1999 and works with members to develop collaborative initiatives and activities for the retail real estate industry, non-profits and government officials.

As part of her role with ICSC, Ms. Stewart directs the ICSC Alliance Program. She also works with a diverse constituency of public sector organizations and non-profits to address quality of life issues while promoting sound development. She developed ICSC's Underserved Urban Markets Task Force, the Secondary and Rural Markets Initiative, and has coordinated the publication of several books focused on economic development and public-private partnerships.

Prior to ICSC, Ms. Stewart was Chief of Staff to Maryland State Senator Jim Simpson. She also served in both Illinois and South Carolina as Deputy City Clerk, City Clerk and Community Development Assistant. She completed her B.A.A.S. in Public Administration from Midwestern State University, Wichita Falls, Texas and has also completed the University of Shopping Centers School for Economic Development and the ICSC School for Professional Development. Since joining ICSC, Ms. Stewart has served on various councils including the Brookings Institution's Urban Markets Initiative Advisory Council, the U. S. Conference of Mayors' Business Council Steering Committee and in 2009 she chaired the National League of Cities Corporate Partners Leadership Council.



Gerry Gabinet is the Director of Economic Development and Tourism for Strathcona County, Alberta's third-largest municipality. He has worked with and led a committed economic development team of seven people for the past ten years. Prior to working as Director at Strathcona County, Gerry worked at Parkland County as Coordinator of Business Development for four years. Gerry has a strong history in marketing, having worked in the consumer goods industry for Proctor & Gamble and Molson's Brewery. He was involved with commercial industrial real estate working with Dynafour Real Estate and J.J. Barnicke Real Estate Limited. He is involved with many outside organizations from across Alberta, Western Canada and North America. These organizations include: Greater Edmonton Economic Development Team (Chairman), Economic Developers Alberta (Director, Chair of Annual Conference 2012 – 2013), Economic Developers Association Canada (Organization Committee Edmonton

Conference), Pacific Northwest Economic Development Council (Past-President), International Economic Development Council, International Council for Shopping Centres (ICSC), and Alberta First. He is also on the Board of Directors for Commissionaires Northern Alberta, a \$36 million not-for-profit organization employing veterans from Canadian Armed Forces and the RCMP.



Kieron Hunt is an experienced, retail and land development planner. His expertise in operations management and commercial development planning has enabled him to work on numerous projects around the world. From his experience in economic development, retail operations and sustainable urban planning, he has developed extensive knowledge of the ever changing issues and complexities affecting commercial development, particularly as it relates to the balance of economics, social and environmental sustainability.

He served previously as the Vice President of MXD Development where he shared responsibility for the company's business development and marketing tasks. While his expertise is in Feasibility and Development Market Studies for the Public and Private Sector, his various projects included Mixed Use, Downtown Revitalization, Retail Repositioning and Adaptive Re-Use Studies, Hotel Feasibility Studies, Transit Oriented Development Planning, Airport Master Planning and Resort Master Planning.

Mr. Hunt has worked extensively throughout North America as well as in Russia, Ukraine, Romania, Germany, Poland, Mexico, Saudi Arabia, Egypt, Oman, United Arab Emirates, South Korea, Singapore and Hong Kong.

Sponsor: International Council of Shopping Centers

**NOON-1:30 PM**

**LUNCHEON BUFFET & KEYNOTE- (Convention Foyer & Gold/Silver/Bronze)**

**Moderator:** Leann Hackman-Carty, Chief Executive Officer, EDA

**Introductory Remarks:** Darlene Chuka, Office of Small and Medium Enterprises, Public Works and Government Services Canada

**Keynote Speaker:** Ed Straw, Vice President Strategic Business Solutions, ATB Financial



Ed Straw is the Vice President Strategic Business Solutions. He leads the Business Centre of Expertise and the Specialized Financing Team that supports the front line sales team in Business and Agriculture by providing solutions, advice, and underwriting for more complex and larger customer transactions. He also works to develop and implement unique new products or solutions to enhance their customers' chance for success.

He hasn't always been a banker. In fact, Ed Straw spent 13 years as a naval officer before deciding it was to time to change career paths. He has a BA in Economics from the University of Manitoba and completed his MBA in Enterprise Development at the University of Calgary, where he learned how instrumental the entrepreneurial spirit is to the success of companies in Alberta. He spent four years in business banking at CIBC, before moving to the Business Development Bank of Canada where he relocated to Montreal and held a number of senior management roles including Vice President, Corporate Finance and Vice President Enterprise Risk. After working with a private turnaround fund, he came back to banking in Calgary.

Sponsor: ATB Financial & Office of Small and Medium Enterprises

**1:45-3:00 PM BREAK OUT SESSIONS**

**Session 1C: Dead Leaders: Lessons from the Violent Deaths of the World's Most Influential People (Silver/Bronze)**

**Moderator:** Natalie Gibson, CEDTP Trainer, EDA

**Introductory Remarks:** Bev Thornton, Alberta SouthWest

**Panelists:** David Rendall, Author, The Freak Factor



Do you want to become a great leader? What does it take to achieve greatness?

When audiences identify the greatest leaders in the history of the world, a few leaders always make the list. The leaders, who are consistently rated as great, shared one thing in common. They were all killed. They didn't die natural deaths. They were either executed or assassinated. What can we learn from their example? This presentation will explore four leadership principles that have the power to transform your leadership and your legacy.

David Rendall is a speaker, leadership professor, stand-up comedian and endurance athlete. During the last 15 years he has spoken to audiences throughout the United States, South America, Africa and Australia. His clients include companies in the Fortune 50, AT&T and State Farm Insurance, Fortune 500, Ralph Lauren, as well as Fortune Global 500, BASF, GlaxoSmithKline, and Tyco International.

Prior to becoming a professor and speaker, he managed nonprofit enterprises that provided employment for people with disabilities. He has more than 20 years of experience leading people and organizations. David has a doctor of management degree in organizational leadership, as well as a graduate degree in psychology. He is the author of three books: "The Four Factors of Effective Leadership," "The Freak Factor," and "The Freak Factor for Kids."

Sponsor: Alberta SouthWest

## Session 2C: Northern Alberta: Full Spectrum Development (Gold)

**Moderator:** Holly Sorgen, CEDTP Trainer, EDA

**Introductory Remarks:** TBC

**Panellists:** Cathy Goulet, NADC; Jeff Penney, Regional Municipality of Wood Buffalo; other TBC

Successful development in northern Alberta reaches past economics. Panelists will give an overview of Alberta's north and the challenges and opportunities factors such as distance, sparse populations, and socio-economic disparities present to development. They will profile both short and long-term development initiatives that address a range of regional needs and will highlight the key factors for success.



Cathy Goulet is the Executive Director of the Northern Alberta Development Council (NADC).

NADC champions the cause of Alberta's northern economies and communities by exploring opportunities for growth, and developing programs and services to facilitate growth. The Council is made up of nine public members and the Chair is a Member of the Legislative Assembly (MLA) of Alberta. Council membership reflects the geographic, cultural and vocational diversity of northern communities. The Lieutenant Governor in Council appoints all members. A small staff support the directions set by Council. The NADC head office is in Peace River and there are small offices in St. Paul, Fort McMurray and Edmonton.

Prior to her role at NADC, Cathy Goulet was the Executive Director for the Business Link.



Since July of 2007 Jeff Penny has been responsible for overseeing one of Alberta's newest and most dynamic economic development functions as Manager of Economic Development for the Regional Municipality of Wood Buffalo in Fort McMurray.

With the potential to see as much as \$500 billion in investments over the next two decades, Wood Buffalo is one of Canada's most important economic jurisdictions. In his role, Mr. Penny has guided the creation of an entirely new economic development function to respond to the enormous economic potential that is prevalent throughout the Wood Buffalo region.

Some highlights have included the development of the first ever Wood Buffalo Regional Economic Development Strategy, expansions in the commercial/industrial land base and the establishment of Alberta's second stop on the Canadian Professional Golf Tour the Syncrude Boreal Open.

Jeff Penny has been a practitioner of economic development for almost 14 years. Prior to coming to Wood Buffalo he worked in various economic development roles with the Government of Alberta, the Atlantic Canada Opportunities Agency and the Newfoundland and Labrador Regional Economic Development Association. He holds a Bachelor of Commerce Degree from St. Mary's University in Halifax with a specialization in Small Business and Entrepreneurship. He presently sits as a member of the Board of Directors of the Fort McMurray Tourism Association, Community Futures Wood Buffalo and Economic Developers Alberta. Jeff is also incoming EDA President.

*Sponsor: NADC*

## Session 3C: Alberta's Future Electricity Needs- What's the real story? (Explorer)

**Moderator:** Dale Barr, CEDTP Trainer

**Introductory Remarks:** Paul Deleske, AESO (TBC)

**Panelists:** TBC

Did you know:

- Over the next 20 years, Alberta's average electricity demand is forecast to grow by 70%
- Alberta's peak electricity demand is forecast to grow by 72%
- Alberta's population is forecast to grow by 34%
- Alberta's economy is forecast to be the fastest growing in Canada, rising by 68%

Alberta's continued prosperity depends on a robust electrical system. That means a reliable transmission system and a fair, efficient and openly competitive electricity market that supports investment and provides competitive pricing for consumers.

Understanding how the system works, and where it is going is critical for those promoting residential, commercial and industrial development within their region. This session will provide an overview of the current and future of Alberta's electrical industry.

Sponsor: AESO

**3:00-3:15 PM**

## REFRESHMENT BREAK (Convention Foyer)

Sponsor: TBC

**3:15-4:45 PM**

## Session 1D: Ministerial Roundtable Discussion: Alberta's International Strategy (Gold) \*TBC

**Moderator:** Holly Sorgen, CEDTP Trainer

**Introductory Remarks:** TBC

**Speaker:** Teresa Woo-Paw, Associate Minister, International and Intergovernmental Relations

For those delegates interested in learning more about *Alberta's International Strategy*, plan to attend this special conference break-out session. Associate Minister Teresa Woo-Paw will provide an update regarding Alberta's Ministry of International and Intergovernmental Relations' activities. Specifically she will speak about promoting market access and investment attraction in Asia; as well as the work of international offices and trade missions. You will also learn how Alberta's strategy pertains to market access and economic development entities. In addition to the overview, the Associate Minister will talk about how economic developers can play a role in increasing access to Asian markets and strengthening AB-Asia trade relationships and hear personal stories and examples from individuals who participated in the Premier/Associate Minister's mission to Asia last September.

Sponsor: TBC

## Session 2D: Let's Make A Pitch (Explorer)

**Moderator:** Jerry Lemmon, Talisman Energy

**Panelists:** John Rossall, Talisman Energy Inc.; Heather Morley, Canadian Women's Foundation; Reagh Burgess, BDLS International Group Ltd.

**NOTE: You must have pre-registered to attend this session**

This fun, interactive session, based on the hit television show "Dragon's Den," will teach you how to "pitch" your project to corporate partners. Come with your creativity, innovation and best "pitching" skills so you are ready to participate in this session.

### John Rossall, Senior Vice President, Canada, Talisman Energy Inc.

John Rossall holds a BSc in Chemical Engineering (1984) from the University of Waterloo, and subsequently completed the Program for Management Development at the Harvard Business School. Mr. Rossall is currently the Senior VP for Canada at Talisman and oversees all operations across Talisman's Canadian assets including drilling, completions, external relations and more. Prior to joining Talisman, Mr. Rossall was President and CEO of ProspEx Resources, a TSX listed junior oil and gas company from 2004 to 2011.





**Heather Morley, Vice President of Development and Community Relations - Western Canada, Canadian Women’s Foundation**

Heather Morley is the Vice President of Development and Community Relations - Western Canada with the Canadian Women’s Foundation and is responsible for positioning the Canadian Women’s Foundation for continued growth and development across Western Canada. Ms. Morley has over twenty-three years of progressive experience in the human services field. Prior to joining the Canadian Women’s Foundation in 2012, Heather Morley worked for several community-based and government organizations across Canada and the United States in front line and leadership capacities. Most recently she was the Director of Programs at Discovery House in Calgary. The focus of her work has always been women and children. Heather Morley holds a Masters of Arts degree from the University of San Francisco.

**Reagh Burgess, Senior Partner, BDLS International Group Ltd.**

Reagh Burgess has over 30 years of experience in the field of international business development and government consultation. His expertise has been gained through extensive work within government and the private sector and includes assignments in North Africa and the former Soviet Union. Mr. Burgess provides organizational development expertise to clients, coordinates environmental, training and social responsibility assessments as well as strategic planning to amplify positive social impacts. He has developed and implemented projects for the provincial and federal governments, corporations in the energy, mining, manufacturing, agriculture, environment, information technology and other sectors to successfully expand and re-position for competition and growth in the emerging global market.



*Sponsor: Talisman Energy*

**4:45-6:00 PM**

**FREE TIME FOR DELEGATES**

**6:00-6:30 PM**

**COCKTAIL RECEPTION** (*Convention Foyer*)

**6:30 PM**

**MINISTER’S DINNER & ANNUAL AWARDS BANQUET** (*Gold/Silver/Bronze*)

**Welcome:** Richard Pauls, 2013-14 President, EDA

**Introductory Remarks:** John Rossall, Snr. VP, Talisman Energy

**Speaker:** The Honourable Thomas Lukaszuk, Minister of Jobs, Skills, Training and Labour

**Marketing Awards Presentations:** Kent McMullin, Chair of EDA Marketing Awards

**Dress:** Semi-formal / Business attire

Thomas Lukaszuk is serving his fourth term as a Member of the Legislative Assembly of Alberta for the constituency of Edmonton-Castle Downs. Mr. Lukaszuk currently serves as Minister of Jobs, Skills, Training and Labour.



Mr. Lukaszuk also serves as chair of the government’s Operations and Policy Cabinet Committee and the Public Sector Resources Committee. He is also the executive vice-chair of the Alberta Economic Development Authority.

Previously Mr. Lukaszuk served as Deputy Premier and Minister of Enterprise and Advanced Education, Minister of Education, Political Minister for Edmonton, Minister of Employment and Immigration and parliamentary assistant for Municipal Affairs.

Over the course of his elected service, Mr. Lukaszuk has served on a wide range of legislative and government committees. The areas of work have ranged from accountability, access to information and ethics in government to support for low-income and disabled Albertans, tourism marketing and human rights.



Born in Poland and raised in Edmonton, Mr. Lukaszuk graduated with a bachelor's degree in education from the University of Alberta and taught in Edmonton schools before starting Injured Workers Advocates Inc. (IWA), a firm designed to assist injured workers with work-related claims. Before becoming an MLA, he served on the Social Care Facilities Review Committee, the Citizens' Appeal Panel (chair), and the Alberta Lotteries Review Committee. He conducted reviews of Alberta daycares, foster homes, group homes and homeless shelters.

Sponsor: Talisman Energy

Following the Minister's Dinner, the EDA Hospitality Suite (Walker/Champion Room) will be open until midnight.

Co-Sponsors: Allnorth and TBC

## FRIDAY, APRIL 11

### 7:00 AM

#### BREAKFAST BUFFET (*Convention Foyer*)

### 8:00-9:00 AM

#### 2014-15 ECONOMIC FORECAST (*Gold/Silver/Bronze*)

**Moderator:** Leann Hackman-Carty, Chief Executive Officer, EDA

**Introductory Remarks:** TBC

**Speaker:** Todd Hirsch, Senior Economist, ATB Financial



Todd Hirsch is ATB Financial's Chief Economist. He holds a BA Honours in Economics from the University of Alberta and an MA in Economics from the University of Calgary. For over 20 years he has worked as an economist at several companies such as Canadian Pacific Railway, the Canada West Foundation and the Bank of Canada. For almost a decade, he has taught economics at the University of Calgary.

Todd provides economic commentary for several Canadian media outlets and is a regular columnist for the Globe and Mail. He has been recognized as one of Alberta's 50 Most Influential People by Alberta Venture Magazine. In August 2013, Mr. Hirsch was appointed chair of the Premier's Council on Culture, and in early 2014 he was appointed to the Alberta Economic Development Authority. He is also the author of "The Boiling Frog Dilemma: Saving Canada from Economic Decline."

Mr. Hirsch will be providing his annual economic forecast, always a highlight of the EDA Conference.

Sponsor: TBC

### 9:00-10:00 AM

#### PLENARY SPEAKER- THE FREAK FACTOR FOR CITIES (*Gold/Silver/Bronze*)

**Introductory Remarks:** Edmonton Economic Development Corporation (TBC)

**Speaker:** David Rendall, Author, The Freak Factor



David Rendall started life as a pigeon-toed baby in Milwaukee. When he was eleven years old, his parents sent him to school with patches on his pants. He decided this was unacceptable, so he began collecting aluminum cans from dumpsters and got a job delivering newspapers at five o'clock every morning. Since then he has been a stock boy, lawn boy, caddie, painter, janitor, tutor, resident assistant, job coach, supervisor, nonprofit manager and senior executive.

He's hyperactive, loud and rebellious. He's also too idealistic and bad at managing details. All of these weaknesses have helped him succeed as a speaker, leadership professor, stand-up comedian and endurance athlete.

During the last 15 years he has spoken to audiences throughout the United States, South America, Africa and Australia. His clients include companies in the Fortune 50, AT&T and State Farm Insurance, Fortune 500, Ralph Lauren, as well as Fortune Global 500, BASF, GlaxoSmithKline, and Tyco International.

Prior to becoming a professor and speaker, he managed nonprofit enterprises that provided employment for people with disabilities. He has more than 20 years of experience leading people and organizations. David has a doctor of management degree in organizational leadership, as well as a graduate degree in psychology. He is the author of three books: "The Four Factors of Effective Leadership;" "The Freak Factor;" and "The Freak Factor for Kids."

What do you wish you could change about yourself? Are you too loud or too quiet, too hyperactive or too sedentary, too organized or too messy?

Most people think that they should find and fix their weaknesses. However, most of us never make much progress trying to eliminate our worst traits. In fact, our weaknesses are actually the best clue to our strengths. In this funny and counter-intuitive talk, Mr. Rendell shows how to find success and improve performance by starting with weaknesses — and embracing them rather than trying to deny them.

This same principle also applies to communities. Too often, we miss the positive aspects of our cities and towns because we are focused solely on negative characteristics. We wish our community was bigger or smaller, more modern or more historical, or had more young people or more seniors. But those apparent disadvantages are actually assets, which can be used to promote the economic development of any area. David Rendell will be speaking about "The Freak Factor for Cities".

*Sponsor: Edmonton Economic Development Corporation*

## **10:00-10:30 AM**

### **REFRESHMENT BREAK (*Convention Foyer*)**

*Sponsor: TBC*

## **10:30-NOON**

### **EDA ANNUAL GENERAL MEETING (*Gold/Silver/Bronze*)**

**Moderator:** Richard Pauls, 2013-14 President, EDA

\* EDA Regular Members only

# Staff Report

**To:** Town Council  
**From:** Administration  
**Date:** March 10, 2014  
**Re:** Request for Proposal for Multiuse Community Building & Town Hall Update

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## Update

At the direction of Council, Administration prepared a Request for Proposal (RFP) for Professional Services for the renovation of the old Claresholm Elementary School. The project has been titled Multiuse Community Building and Town Hall. The Request for Proposal (RFP) for Architectural and Engineering Services for the renovation project was posted to Alberta Purchasing Connection on February 27<sup>th</sup>, 2014. The closing date for submission is March 28, 2014. Please see the attached summary of the project posting.

*Town of Claresholm Administration*



## Opportunity Notice

# Request for Proposal: Architectural / Engineering Services for Claresholm Renovation Project

**Category:** Services

Interested vendors (bidders) who wish to submit a response to this opportunity should register their interest by downloading the document (s) from the bid package. Expressing interest means that you will automatically receive an e-mail notification each time an amendment is made to the opportunity for which you have 'expressed an interest'.

## Opportunity Information

<b>Organization:</b>	Claresholm
<b>Organization Address:</b>	
<b>Reference Number:</b>	AB-2014-01043
<b>Solicitation Number:</b>	2014-RPS00323
<b>Solicitation Type:</b>	Request for Proposal
<b>Posting (MM/dd/yyyy):</b>	02/27/2014 02:10:02 PM Alberta Time
<b>Closing (MM/dd/yyyy):</b>	03/28/2014 02:00:00 PM Alberta Time
<b>Last Update (MM/dd/yyyy):</b>	02/27/2014 02:10:02 PM Alberta Time
<b>Agreement Type:</b>	AIT & NWPTA
<b>Region of Opportunity:</b>	Open
<b>Region of Delivery:</b>	Alberta
<b>Opportunity Type:</b>	Open & Competitive
<b>Commodity Codes:</b>	C211A: Drafting and Design Services C119A: Architectural Services - Buildings C211D: Architect and Engineering Services - Buildings C119F: Engineering Services - Buildings C111A: Architect/Engineer Services - Administration & Service Buildings

## Response Submission:

Town of Claresholm  
221 45 AVE W  
BOX 1000  
Claresholm, AB T0L 0T0

## Response Contact:

Gibeau, Jeff  
Manager of Regulatory & Property Services - Town of Claresholm  
Box 1000  
Claresholm, AB T0L 0T0  
Tel: (403)625-3381

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Email: [jeff.gibeau@townofclaresholm.com](mailto:jeff.gibeau@townofclaresholm.com)

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**Response Specifics:**

See attached RFP document

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**Opportunity Description:**

The Town of Claresholm invites Architectural and Engineering firms to submit a formal proposal in response to this Request for Proposals to provide the professional design services for a Multiuse Community Building & Town Hall with the intent to negotiate and enter into a contract with the Town for Professional Services. The Town of Claresholm is planning to renovate a currently vacant elementary school building to be used as a Multiuse Community Building & Town Hall. The existing building is currently a vacant school facility and needs to be renovated to meet all relevant regulations & codes, and to meet the needs of the Municipality. The Town will be accepting proposals for the professional design services for this renovation with the intent to follow up with construction straightaway; however there is a potential to delay the project to take advantage of better market timing to achieve the best construction value possible, and to capitalize on potential funding opportunities.

The successful proponent will be contracted to provide complete detailed design drawings with full tender and professional consulting services for this project. The successful proponent will also be responsible to provide recommendations on the most efficient and economical approach from the prospective of the lifecycle of the project, including construction and operating costs. In addition to providing professional architectural/engineering services, which includes final design drawings for the new Multiuse Community Building & Town Hall, the consultant will be required to submit a separate fee structure to administer the tendering process. Following the acceptance of the proposal, the firm will also provide professional consulting services to the Municipality during the project implementation, which will include periodic reviews of construction/installation for compliance with terms in the contract documents and the design as approved by the Municipality.

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**APC "Opportunity Notices"** This notice is provided for information purposes only. Refer to the "Opportunity Documents" in the bid package for authoritative information.

All queries pertaining to the language, content or any missing or inaccurate information within this abstract must be sent to its originator of the abstract, as specified in the opportunity notice.

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**TOWN OF CLARESHOLM**  
**REGULATORY &**  
**PROPERTY SERVICES**

P.O. BOX 1000  
221 – 45<sup>th</sup> AVE W  
CLARESHOLM, AB T0L 0T0



# STAFF REPORT

**To:** Council  
**From:** Jeff Gibeau, Manager of Regulatory & Property Services  
**Date:** March 10, 2014  
**Re:** Request for Proposal: General Contractor Services (RPS00324)

Urgent     For Review     Please Comment     Please Reply     Please Recycle

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## Request for Proposal: General Contractor Services

At the direction of Town Council the Regulatory & Property Services Department has circulated a Request for Proposal for General Contractor Services throughout the community.

One of the biggest challenges that face the Regulatory & Property Services Department is hiring contractors to follow through with the enforcement actions. The purpose of the Request for Proposal for General Contractor Services is to ensure that a specific contractor is available to provide on demand snow removal, grass cutting and private property cleanup services for the Regulatory & Property Services Department. These services are often time sensitive.

## Recommendation

The Regulatory & Property Services Department recommends that Council accept the proposal from 841057 Alberta Ltd.

***Jeff Gibeau***  
***Manager of Regulatory & Property Services***



[townofclaresholm.com](http://townofclaresholm.com)

Phone: (403) 625-3381

Fax: (403) 625-3869

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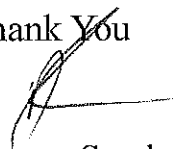
March 4, 2014



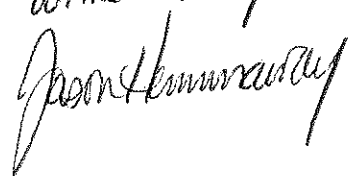
Attention: Jeff Gibeau

I, Darren Sanders , 841057 Alberta Ltd understand the General Contractor Services agreement for snow removal, grass cutting/vegetation removal and property clean up and am willing to work with the Town of Claresholm to complete these jobs as required.

Thank You



Darren Sanders  
Cell (403-625-0301)

witnessed by  


## **General Contractor Services**

### **Scope of Work**

- ***General Description of Services:*** Service requirements include and are not limited to the following:
  - In performing all operations in connection with the services, the Contractor shall provide all labour, equipment, tools and materials.
  - Site specific circumstances and requirements will be determined by the coordinator and will be communicated to the Contractor at and during the time of deployment.
  - The Services will be on an “on-demand” basis. The Contractor is to provide the services and dispatch its equipment and clean-up crew to the identified site within 48 hours from the time of notification.
  - The Contractor is to provide a contact person and telephone number for the purpose of this project.
  - The site could be on an empty lot or an abandoned property where the Town has served clean-up notices to the owner. The Contractor is to perform the clean-up services expeditiously, and where the property is privately owned, the Town will recover the costs from the property owner.
  - The garbage or unwanted materials could be in various forms; such as furniture, mattresses, cardboards, plastics, automotive parts, tires, batteries, electronics equipment, household appliances, chemicals, liquids, construction debris, general garbage, etc. Some of these are recyclables; some could be hazardous or toxic materials. Where they are hazardous or toxic, radio-active or banned materials, the Contractor shall dispose of these according to all Federal and Provincial regulations. Evidence of such disposals shall be attached to the invoices with receipts.
  - Upon the pickup of these materials, the Contractor shall separate and sort out all materials to the categories in conformance with the requirements of all the regulations before sending them to the transfer stations or landfill. The separation could be carried out on site or in some occasions at the Contractor’s premises. No extra charges shall be billed to the Town if the collection is separated or sorted out at the Contractor’s premises.
  - In some instances, there could be a large amount of garbage or unwanted materials. In such cases, the Town may request the Contractor to submit a written assessment for the Town’s approval prior to the commencement of the work.



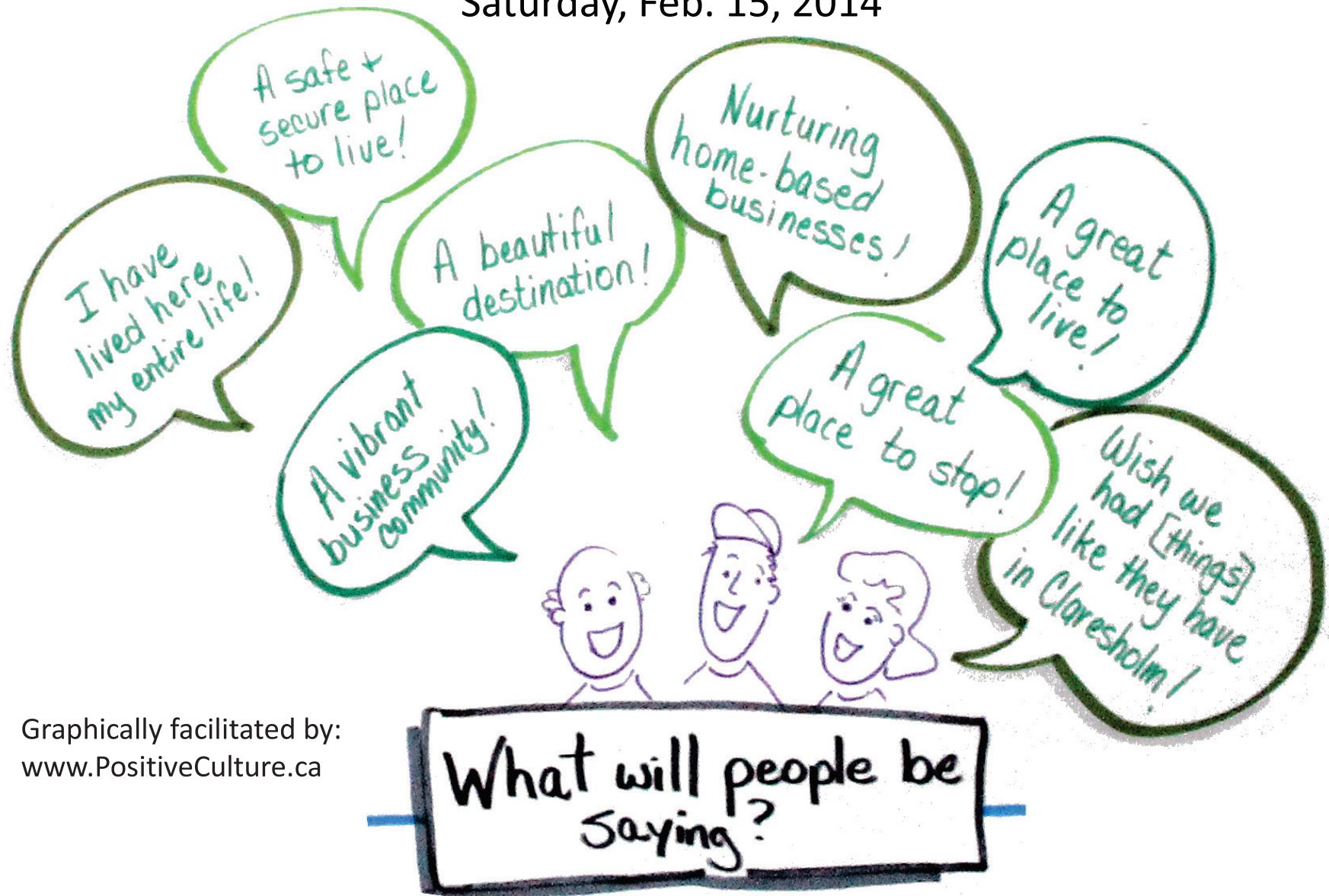
- The Contractor, upon completion of the garbage collection at the appointed site shall leave the site free of all debris and unwanted materials.
- ***“On-Demand” Snow Removal***
  - A Contractor will be engaged to provide snow removal and ice control services. Snow removal and ice control services will typically include pedestrian hard surface areas located within the boulevards of municipal right-of-ways.
  - The Contractor will provide all equipment, materials and labour for the provision of snow removal and ice control services. The Contractor to be available as required on a 24 hours per day, 7 days a week basis for the duration of the snow season. The Contractor must give the Town top priority in response to demands for service.
  - The Town of Claresholm will appoint a specified coordinator who will be the point of contact for implementation of the snow and ice management program. The coordinators will deploy Contractors and provide direction regarding site priorities.
  - Stockpiles of snow must not be placed on top of drainage points, such as catch basins. Depending on the nature and scale of the winter conditions, snow stock piles may need to be relocated or moved off-site.
  - Whenever possible snow stockpiles should be located on grass areas to facilitate dissipation of melting snow. If stockpiling within the hard surface areas, the piles shall be located at or near the lowest elevation points to avoid sheeting of melting snow across hard surface areas.
- ***“On-Demand” Vegetation Removal (grass cutting)***
  - A Contractor will be engaged to provide vegetation removal (grass cutting) services. Vegetation removal (grass cutting) services will typically take place on private property, and will include the boulevard areas between municipal right-of-ways (including alleys) and private property.
  - The Contractor is to perform grass-cutting operations in a professional manner that ensures a smooth surface appearance without scalping. The Contractor shall not set mowing heights to be less than  $\frac{3}{4}$ " for all turf areas. Mowing height may be set as high as 3" with 1.5" being considered normal. Grass clippings are allowed to remain on lawn areas. Grass clumps are to be spread out.
  - Prior to the commencement of any work the Contractor will be required to pick-up any general litter, paper, beverage containers, small branches and leaves. Waste material is to be disposed of at an approved waste/compost disposal facility.

- No grass clippings, leaves or waste materials are to be blown onto walkways and/or roadways and must be collected and removed immediately.
- ***“On-Demand” Property Clean-up***
  - The Town of Claresholm is soliciting from qualified and experienced Contractors for “on-demand” garbage or unwanted materials collection, separation and disposal from Town owned or privately-owned properties at various sites within the boundaries of the municipality. On a timely basis, the Contractor shall provide its own transportation, equipment, materials and labour for the collection, separation and disposal from each clean-up site.
  - The contractor shall be knowledgeable to the manner of garbage and debris collection and disposal in conformance to all the Federal, Provincial and Municipal regulations and by-laws related to this field.
  - The contractor shall have the licenses and permits to haul these materials, and where they are transporting dangerous and/or hazardous materials, which may happen in some occasions, they shall conform to all the regulations as defined by the Transportation of Dangerous Goods Regulations.
  - The contractor shall be familiar and in full compliance with the Occupation Health and Safety regulations and in conformance with Material Safety Data Sheets (MSDS).

# Visioning Workshop

Town of Claresholm

Saturday, Feb. 15, 2014



Graphically facilitated by:  
[www.PositiveCulture.ca](http://www.PositiveCulture.ca)

# AGENDA

9<sup>AM</sup> Welcome, Intros, Overview

Celebration of Community Highlights  
- Survey highlights

10:30-ish Visioning Brainstorming  
- WELLNESS BREAK -

Identify Key Vision Elements

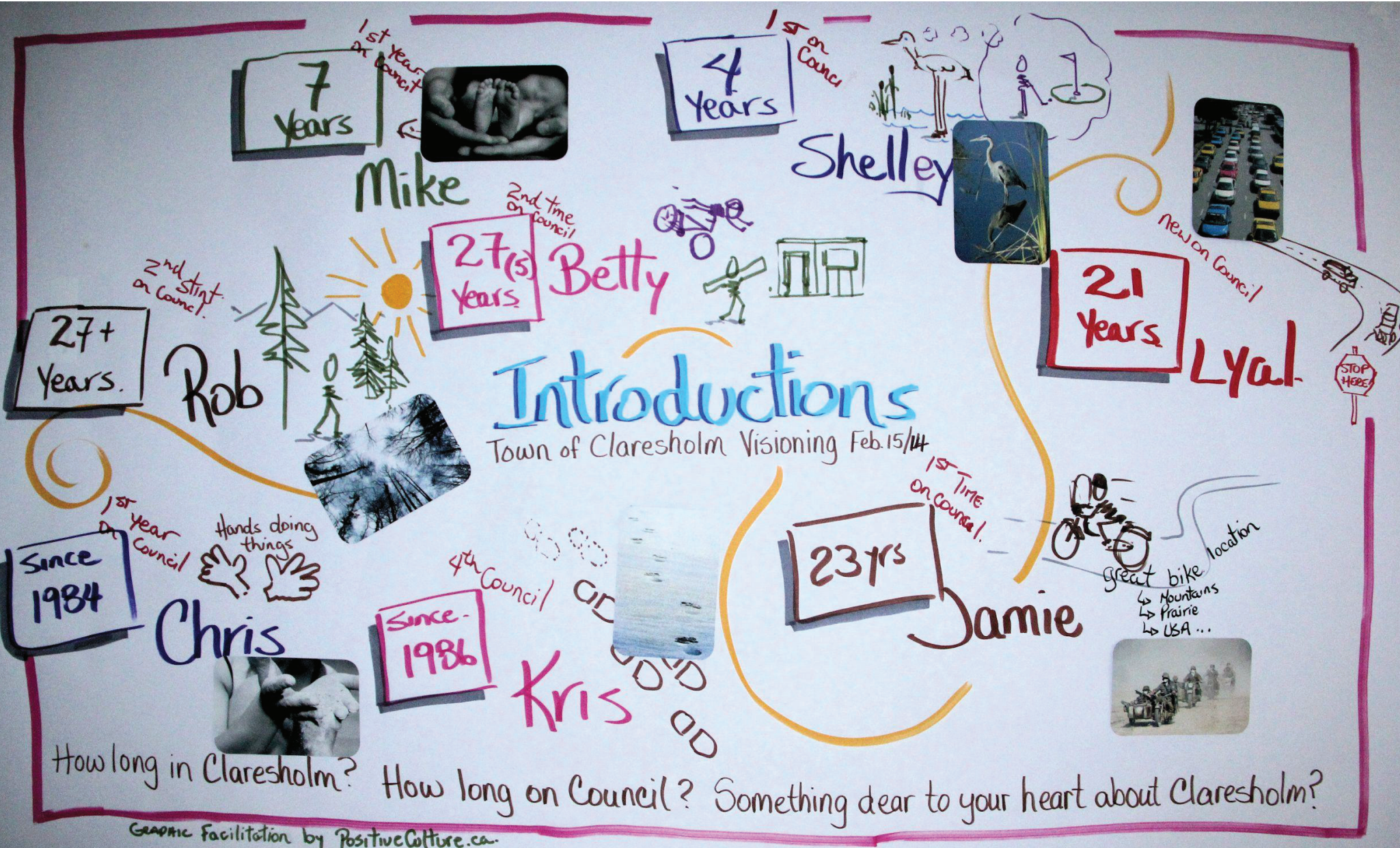
Noon

LUNCH

Writing Vision Statements

Finalize consensus of inspirational Vision for Claresholm.

2<sup>PM</sup> Wrap-up & Evaluations





# Claresholm PUBLIC SURVEY HIGHLIGHTS

## Biggest Concerns:

- ☐ Lack of business (economic) development
- ☐ derelict & vacant buildings
- ☐ not enough for kids to do
- ☐ traffic & by-law enforcement

  
**20%** Return Rate

## Like the Most:

- ☐ small town atmosphere
- ☐ community spirit
- ☐ friendly people
- ☐ clinic medical / hospital services
- ☐ recreational facilities

  
**Claresholm**

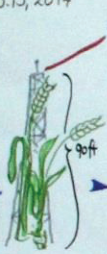
Now you're living..  
Now you're home

www.PositiveCulture.ca. 2014

# 20 YEARS in the future

Town of Claresholm Feb. 15, 2014

- ▶ a new slogan
- ▶ multi-use rec facility
- ▶ fibre optic networking
- ▶ shopping mall
- ▶ spa & conference centre
- ▶ cell phone tower into a 90ft. stalk of wheat
- ▶ walking paths, hiking, biking trails



## What will we be known for?

- ▶ a place to stop and visit
- ▶ quadring, biking, extreme sports
- ▶ affordable family housing
- ▶ friendly Town - welcoming
- ▶ health care facilities
- ▶ major service centre between Calgary + Lethbridge
- ▶ Transportation HUB
- ▶ Rec/Tourism of Foothills (Foothills Resort Ranch)
- ▶ Organic + 'Slow Food'

- ▶ Adventurous!
- ▶ feels like home
- ▶ Successful!

## What will it feel like or be like?

- ▶ Exciting & Vibrant!
- ▶ Energetic!
- ▶ Sincere & Genuine
- ▶ Welcoming
- ▶ Family friendly
- ▶ Business friendly

Speech bubbles containing phrases:

- "I have lived here my entire life!"
- "A safe & secure place to live!"
- "A beautiful destination!"
- "A vibrant business community!"
- "Nurturing home-based businesses!"
- "A great place to live!"
- "A great place to stop!"
- "Wish we had [things] like they have in Claresholm!"

## What will people be saying?

## What will we have?

- ▶ a Ranch Resort
- ▶ a highway by-pass
- ▶ a car race track
- ▶ a population of 5,000+
- ▶ high-speed rail
- ▶ Agriculture Support Services by Education Distribution

Graphic by: www.positiveculture.ca





# Consensus of Key Vision Elements



# Vision Worksheet

Claresholm, a safe community, actively growing towards prosperity.

The Town of Claresholm strives to be a progressive, innovative community that supports as well as nurtures our families, business - and the overall quality of life. - as they grow + prosper.

the hidden gem in the foothills

A welcoming Community, thriving in a nurturing enviro where families + businesses can prosper. A neighbour to the foothills that encourages outdoor adventure + healthy living. A drive for innovation clearing a path to the future. That's Claresholm!

Claresholm, a welcoming community offering a safe, healthy + progressive family + business environment.

Vision

Claresholm, a thriving Community offering quality family living, encouraging that encourages economic prosperity through innovative + progressive thinking.

- Supported by:
- Core Values
- We value...
- safety + security
  - friendly community
  - safety
  - security
  - stability
  - diversity
  - healthy, active living
  - respect
  - community pride
  - cooperation

short → Claresholm, a thriving community offering... safe + healthy family living along with economic prosperity through innovative and progressive thinking.

Claresholm a healthy active and innovative community dedicated to sustainable growth + econ. dev.. We are a friendly family focused town committed to insuring a safe + secure environment in which to live, work, raise a family + retire.

Claresholm is an affordable diverse and innovative place for all to live. We offer families an affordable alternative to safe, healthy + active community.

Claresholm, a secret that has now been leaked! S.A.B. best kept secret.



DRAFT

# Vision

Claresholm,

a thriving community offering quality family living that encourages economic prosperity through innovative and progressive thinking.

## Supported by Core Values:

*We value...*

- Safety
- Security
- Stability
- Diversity
- Healthy, active living
- Respect
- Community pride
- Cooperation

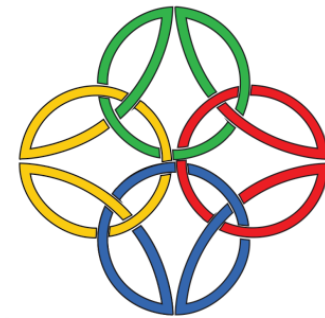
**Rob and Laurie Benn**

Co-Graphic Facilitators

[www.positiveculture.ca](http://www.positiveculture.ca)

403-526-1616

Email: [laurie@positiveculture.ca](mailto:laurie@positiveculture.ca)



**Positive Culture Co.**

RESPECT COMMUNICATION PARTICIPATION CREATIVITY

**TOWN OF CLARESHOLM  
ADMINISTRATION**

P.O. BOX 1000  
221 – 45<sup>th</sup> AVE W  
CLARESHOLM, AB T0L 0T0



# MEMO

**To:** Council  
**From:** Administration  
**Date:** March 10<sup>th</sup>, 2014  
**Re:** 2014 Community Survey Results

Urgent     For Review     Please Comment     Please Reply     Please Recycle

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## BACKGROUND

At the direction of Council, Administration has reviewed the survey data collected from Council's Community Survey. 1750 surveys were sent to Town of Claresholm utility account holders; 270 to commercial accounts and 1480 to residential accounts.

## RESPONSE RATE

- The Residential Feedback Survey's submitted total: 261
- The Business Feedback Survey's submitted total: 22

This translates to an overall direct response rate of 16.2% (283/1750). The specific residential response rate is 17.6% (261/1750) and the specific commercial response rate is 8.1% (22/270). However review of the data indicates that on several occasions' more than one response was submitted per household. No parameters were placed on the survey to control multiple response situations; however this is consistent with the direction and intent of Town Council. The core purpose of this survey was to gain feedback from the community. As a result, the direct response rate is not an accurate measure. Therefore, based on the Claresholm Demographic profile, Administration concludes that **the overall response rate ranges between 12 and 15%**.

Regards to community surveys, the only comparable project would be the 2013 Community Recycling Survey that was distributed in the same manner, but with parameters designed to minimize situations like multiple household responses. The overall direct response rate was 23.9% (Residential – 26% and Commercial 14%).

## **SURVEYS AS A DATA COLLECTION TOOL**

### Survey Strengths

- Relatively inexpensive
- People are familiar with the approach
- Can be done anonymously
- Primary strength is determining quantitative response levels to predetermined questions; (this approach was not used in this instance)

### Survey Limitations

- Open ended questions result in a qualitative data set that is difficult to interpret with measurable accuracy
- People are surveyed to extreme
- Data can easily be skewed by current events or environmental factors; ie weather
- Lack of novelty. Some organizations have found some success with online surveys, this has helped increase response rates but it is suspected that the novelty of this approach will eventually wear off as well.

### Benefits of Qualitative Data

- Develops an initial understanding of an issue or problem
- Results in a range of ideas and feelings about a topic
- More explanatory regarding the different perspectives between groups of people
- Uncovers underlying motivations and factors that influence decision making and opinions
- Provides information needed to design a quantitative study
- Explains findings from a quantitative study

## **FINDINGS**

As previously indicated, open ended questions result in a qualitative data set that is difficult to interpret with measurable accuracy. The qualitative nature of the survey and the less-than-anticipated response rate lead Administration to offer a **primary conclusion**:

- **The results of the survey should not be used in the direct decision making process, rather as general tool to guide Council in their high level visioning process. This conclusion corresponds with Town Council's primary focus of gathering public input into a visioning process to guide long-term decision making. With this in mind, the survey is successful because it achieved Council's primary objective.**

Therefore, in accordance with the purpose of the survey as set out by Town Council, Administration uncovered several main trends in the data. These trends have been grouped in two categories; likes and dislikes.

### **Likes:**

- **Public support for municipally operated or municipally supported facilities is very strong.**
- **The public values the communities' medical facilities.**
- **The public enjoys benefits to quality of life that the friendly people and strong volunteer base brings to the community.**

Town Staff / Snow Removal / Recycling Program also register as likes, but to a much lesser degree than the top three likes.

### **Dislikes:**

- **The public dislikes the inability of the Town (in general and specifically) to attract new or different business to the community. This includes the lack of consistent economic development direction, but also the residents' frustration with existing local business.**
- **The public generally dislikes the amount of (and key locations of) a number of derelict buildings and/or the general rundown appearance of the highway corridor / downtown core.**
- **The public continues to have concerns related toward traffic enforcement; principally highway speed, but also running the red light, school zones and 4-way stops. Results reflect an approximate 2:1 ratio between the public's concerns over the lack of traffic enforcement versus bylaw enforcement. Please note that this trend does not include any comments on the staffing of the Community Peace Officer position.**

Water bills (usage inequity and cost) / Stuff for Kids, Youth and Teenagers to do / High Taxes / Bylaw Enforcement / Sidewalk and Walking Path Initiatives / Recycling Program / Town Staff also register as dislikes, but to a much lesser degree than the top three dislikes.

***Town of Clareholm Administration***

# Staff Report

**To:** Council  
**From:** CAO  
**Date:** March 7, 2014  
**Re:** DRAFT Budget 2014

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Per Council's direction, staff has developed the attached draft 2014 operating budget within the 1.5% cost of living increase (\$45,000), that Council felt was an acceptable increase for the municipal portion of the property taxes that the Town of Claresholm uses for its operational needs.

Attached in the report are both the draft 2014 budget by department with notes explaining some items and a more condensed version of the Town's 2013 financial statements.

This report allows Council to see both the 2013 costs of the departments on a high level basis and to compare those amounts to the draft 2014 budget. This report allows Council to consider the programs and departments on both a concise individual level and within the context of the Town's overall operations and to determine where the tax dollars and user fees are being spent.

From Council's role as the governance body, staff believes this report will allow Council to gain an overall view of Town operations. Council can make decisions and guide Administration on the programs and services it feels need to be focused on and set a course for staff to make future changes based on their vision of where the Town is going in the future.

Staff has received the 2013 property assessment for 2014 taxation and the Alberta School Foundation Fund and Porcupine Hills Lodge requisitions and are prepared for Council to begin the process of setting the mill rates for 2014 based on the attached draft budget.

*Kris Holbeck, CA CAO Town of Claresholm*





**TOWN OF CLARESHOLM**

DEPARTMENT	2013 YTD	2013 YTD	2013 YTD \$	2014 YTD	DETAILED NOTES
Description	Budget	Actual	Variance	Budget	
<b>TAXES AND GRANTS IN LIEU</b>					
* TOTAL MUNICIPAL TAX REVENUE (NET OF REQUISITIONS)	3,024,168.54	3,000,645.73	23,522.81	3,045,000.00	1.5% INCREASE TO MUNICIPAL TAX REVENUES
<b>REVENUE GENERAL MUNICIPAL</b>					
PROPERTY TAX AND A/R PENALTIES	101,000.00	84,532.01	16,467.99	82,000.00	
FRANCHISE FEES (ATCO AND TRANSALTA)	110,000.00	122,232.80	(12,232.80)	120,000.00	
INTEREST ON INVESTMENTS	35,000.00	31,978.78	3,021.22	30,000.00	
ADMINISTRATION FEES	1,000.00	2,674.87	(1,674.87)	2,500.00	
* TOTAL REVENUE GENERAL MUNICIPAL	247,000.00	241,418.46	5,581.54	234,500.00	
** GROSS TOTAL MUNICIPAL REVENUE	3,271,168.54	3,242,064.19	29,104.35	3,279,500.00	
<b>COUNCIL &amp; OTHER LEGISLATIVE COSTS</b>					
MAYOR AND COUNCIL WAGES AND BENEFITS	62,500.00	63,340.17	(840.17)	88,000.00	NEW - COUNCIL EDUCATION FIRST YEAR OF REVISED COUNCIL RATES
DELEGATE CONVENTION EXPENSES	8,000.00	9,381.70	(1,381.70)	10,000.00	
MAYOR AND COUNCIL TRAVEL AND REIMBURSEMENT	1,500.00	1,270.82	229.18	1,500.00	
COUNCIL EDUCATION	0.00	0.00	0.00	7,000.00	
COMMITTEE MEETINGS EXPENSES	1,000.00	1,593.04	(593.04)	1,500.00	
* TOTAL COUNCIL & OTHER LEGISLATIVE COSTS	73,000.00	75,585.73	(2,585.73)	108,000.00	
** GROSS COUNCIL & OTHER LEGISLATIVE COSTS	(73,000.00)	(75,585.73)	2,585.73	(108,000.00)	



**TOWN OF CLARESHOLM**

DEPARTMENT	Description	2013 YTD Budget	2013 YTD Actual	2013 YTD \$ Variance	2014 YTD Budget	DETAILED NOTES
<b>REV GENERAL ADMINISTRATIVE &amp; OTHER</b>						
	RENTAL INCOME	31,500.00	33,022.96	(1,522.96)	31,000.00	
	GAIN (LOSS) ON DISPOSAL OF ASSETS AND LAND	0.00	(1,206.19)	1,206.19	0.00	
	PROV OPERATING GRANTS (MSI)	34,232.00	32,509.00	1,723.00	40,000.00	
	MISCELLANEOUS CHARGES	300.00	325.00	(25.00)	300.00	
	INTERDEPARTMENTAL ADMINISTRATION CHARGES	74,375.00	81,323.15	(6,948.15)	81,375.00	
	PROVINCIAL AND FEDERAL CAPITAL GRANTS	0.00	2,107,996.28	367,003.72	0.00	CAPITAL GRANTS BUDGETED FOR IN CAPITAL BUDGET
<b>*</b>	<b>TOTAL GENERAL ADMINISTRATIVE &amp; OTHER REVENUES</b>	<b>140,407.00</b>	<b>2,253,970.20</b>	<b>361,436.80</b>	<b>152,675.00</b>	
<b>EXPENSES GENERAL ADMIN &amp; OTHER</b>						
	WAGES AND BENEFITS	405,250.00	400,638.65	4,611.35	410,000.00	GRANTS INCLUDE MSI OPERATING (SEE MEMO IN COUNCIL PACKAGE)
	CONTRACTED AND GENERAL SERVICES	386,425.00	369,264.59	17,160.41	377,950.00	
	SUPPLIES, MATERIAL AND UTILITIES	79,000.00	75,411.71	3,588.29	77,000.00	
	GRANTS AND LEVY CANCELLATIONS	98,232.00	66,429.39	31,802.61	86,000.00	
	INTEREST AND BANK CHARGES	3,844.54	3,784.59	59.95	1,500.00	
	AMORTIZATION EXPENSE - ADMINISTRATION	5,300.00	4,720.39	579.61	5,000.00	
<b>*</b>	<b>TOTAL EXPENSES GENERAL ADMINISTRATION &amp; OTHER</b>	<b>978,051.54</b>	<b>920,249.32</b>	<b>57,802.22</b>	<b>957,450.00</b>	
<b>***</b>	<b>NET COSTS GENERAL ADMINISTRATION &amp; OTHER</b>	<b>(837,644.54)</b>	<b>1,333,720.88</b>	<b>303,634.58</b>	<b>(804,775.00)</b>	



**TOWN OF CLARESHOLM**

DEPARTMENT	Description	2013 YTD Budget	2013 YTD Actual	2013 YTD \$ Variance	2014 YTD Budget	DETAILED NOTES
<b>REVENUE FIRE AND EMERGENCY SERVICES</b>						
	MD CONTRIBUTION TO FIRE	14,000.00	12,743.60	1,256.40	10,000.00	
	FIRE CALL CHARGES	10,000.00	6,200.00	3,800.00	6,000.00	
	FIRE REVENUES - OTHER	0.00	0.00	0.00	8,000.00	
<b>*</b>	<b>TOTAL REVENUE FIRE AND EMERGENCY SERVICES</b>	<b>24,000.00</b>	<b>18,943.60</b>	<b>5,056.40</b>	<b>24,000.00</b>	
<b>EXPENSES FIRE AND EMERGENCY SERVICES</b>						
	WAGES AND BENEFITS	115,800.00	129,576.00	(13,776.00)	130,800.00	FT FIRE CHIEF AND 25 VOLUNTEER FIREFIGHTERS CALLS AND TRAINING
	CONTRACTED AND GENERAL SERVICES	15,300.00	15,294.36	5.64	15,300.00	
	SUPPLIES, MATERIALS AND UTILITIES	38,955.00	25,460.86	13,494.14	38,500.00	
	AMORTIZATION EXPENSE - FIRE	23,000.00	21,964.43	1,035.57	22,000.00	
<b>*</b>	<b>TOTAL EXPENSES FIRE AND EMERGENCY SERVICES</b>	<b>193,055.00</b>	<b>192,295.65</b>	<b>759.35</b>	<b>206,600.00</b>	
<b>***</b>	<b>NET COSTS FIRE AND EMERGENCY SERVICES</b>	<b>(169,055.00)</b>	<b>(173,352.05)</b>	<b>4,297.05</b>	<b>(182,600.00)</b>	
<b>REVENUE BYLAW ENFORCEMENT</b>						
	PROVINCIAL AND MUNICIPAL FINES	31,000.00	103,947.50	(72,947.50)	29,500.00	MINIMAL FINE REVENUE IN 2014 AS NO CPO ON STAFF
	LICENSES AND FEES	10,000.00	16,192.71	(6,192.71)	15,250.00	
<b>*</b>	<b>TOTAL REVENUE BYLAW ENFORCEMENT</b>	<b>41,000.00</b>	<b>120,140.21</b>	<b>(79,140.21)</b>	<b>44,750.00</b>	
<b>EXPENSES BYLAW ENFORCEMENT</b>						
	WAGES AND BENEFITS	61,000.00	41,523.22	19,476.78	74,100.00	DOES NOT INCLUDE ANY % OF MANAGER OR ADMIN ASSISTANT WAGES AND BENEFITS (ONLY MEO). BUDGETED SEPARATE TO SEE COST OF EACH FUNCTION.
	CONTRACTED AND GENERAL SERVICES	39,000.00	45,061.36	(6,061.36)	43,400.00	
	SUPPLIES, MATERIALS AND UTILITIES	11,000.00	9,664.80	1,335.20	16,200.00	
	AMORTIZATION EXPENSE - BYLAW	4,000.00	9,921.04	(5,921.04)	10,000.00	
<b>*</b>	<b>TOTAL EXPENSES BYLAW ENFORCEMENT</b>	<b>115,000.00</b>	<b>106,170.42</b>	<b>8,829.58</b>	<b>143,700.00</b>	
<b>***</b>	<b>NET COSTS BYLAW ENFORCEMENT</b>	<b>(74,000.00)</b>	<b>13,969.79</b>	<b>(87,969.79)</b>	<b>(98,950.00)</b>	



**TOWN OF CLARESHOLM**

DEPARTMENT	2013 YTD	2013 YTD	2013 YTD \$	2014 YTD	DETAILED NOTES
Description	Budget	Actual	Variance	Budget	
<b>REVENUE COMMON EQUIPMENT POOL</b>					
MACHINERY & EQUIPMENT RENTALS	1,500.00	5,589.76	(4,089.76)	2,000.00	
INTERDEPARTMENTAL EQUIPMENT POOL RENTAL	70,000.00	70,000.00	0.00	70,000.00	DEPARTMENT CHARGES
<b>* TOTAL REV EQUIPMENT POOL</b>	<b>71,500.00</b>	<b>75,589.76</b>	<b>(4,089.76)</b>	<b>72,000.00</b>	OUT COSTS TO OTHER PUBLIC WORKS AND PARKS DEPTS.
<b>EXPENSES COMMON EQUIPMENT POOL</b>					
WAGES AND BENEFITS	181,750.00	182,722.65	(972.65)	188,450.00	
CONTRACTED AND GENERAL SERVICES	66,000.00	71,640.66	(5,640.66)	69,500.00	
SUPPLIES, MATERIALS AND UTILITIES	316,500.00	297,130.63	19,369.37	311,000.00	
AMORTIZATION EXPENSE - EQUIPMENT	10,500.00	10,481.94	18.06	10,500.00	
<b>* TOTAL EXPENSES COMMON EQUIPMENT POOL</b>	<b>574,750.00</b>	<b>561,975.88</b>	<b>12,774.12</b>	<b>579,450.00</b>	
<b>*** NET COSTS COMMON EQUIPMENT POOL</b>	<b>(503,250.00)</b>	<b>(486,386.12)</b>	<b>(16,863.88)</b>	<b>(507,450.00)</b>	
<b>REVENUE ROADS &amp; STREETS</b>					
LOCAL IMPROVEMENT TAXES	61,000.00	61,168.13	(168.13)	61,000.00	
<b>* TOTAL REVENUE ROADS &amp; STREETS</b>	<b>61,000.00</b>	<b>61,168.13</b>	<b>(168.13)</b>	<b>61,000.00</b>	
<b>EXPENSE STREETS &amp; ROADS</b>					
WAGES AND BENEFITS	162,550.00	147,960.98	14,589.02	158,950.00	
CONTRACTED AND GENERAL SERVICES	2,000.00	1,008.00	992.00	2,000.00	
SUPPLIES, MATERIALS AND UTILITIES	275,000.00	280,975.37	(5,975.37)	290,000.00	
AMORTIZATION EXPENSE - STREETS	600,000.00	614,626.18	(14,626.18)	615,000.00	
<b>* TOTAL EXPENSES STREETS &amp; ROADS</b>	<b>1,039,550.00</b>	<b>1,044,570.53</b>	<b>-5,020.53</b>	<b>1,065,950.00</b>	
<b>*** NET COSTS STREETS &amp; ROADS</b>	<b>(978,550.00)</b>	<b>(983,402.40)</b>	<b>4,852.40</b>	<b>(1,004,950.00)</b>	



# TOWN OF CLARESHOLM

DEPARTMENT	2013 YTD	2013 YTD	2013 YTD \$	2014 YTD	DETAILED NOTES
Description	Budget	Actual	Variance	Budget	
<b>REVENUE AIRPORT SERVICES</b>					
AIRPORT FACILITY RENTAL	5,000.00	9,000.00	(4,000.00)	5,000.00	
MD CONTRIBUTION TO AIRPORT	800.00	1,000.00	(200.00)	1,000.00	
<b>* TOTAL REVENUE AIRPORT SERVICES</b>	<b>5,800.00</b>	<b>10,000.00</b>	<b>(4,200.00)</b>	<b>6,000.00</b>	
<b>EXPENSE AIRPORT SERVICES</b>					
WAGES AND BENEFITS	4,000.00	1,843.49	2,156.51	3,900.00	
CONTRACTED AND GENERAL SERVICES	3,500.00	2,956.91	543.09	3,500.00	
SUPPLIES, MATERIALS AND UTILITIES	7,000.00	7,085.68	(85.68)	7,000.00	
AMORTIZATION EXPENSE - AIRPORT	4,000.00	4,160.34	(160.34)	4,000.00	
<b>* TOTAL EXPENSES AIRPORT SERVICES</b>	<b>18,500.00</b>	<b>16,046.42</b>	<b>2,453.58</b>	<b>18,400.00</b>	
<b>*** NET COSTS AIRPORT SERVICES</b>	<b>(12,700.00)</b>	<b>(6,046.42)</b>	<b>(6,653.58)</b>	<b>(12,400.00)</b>	
<b>REVENUE STORM SEWER &amp; DRAIN</b>					
LOCAL IMPROVEMENT TAXES	13,000.00	13,180.20	(180.20)	13,000.00	
STORM DRAINAGE - OTHER REVENUE	0.00	7,948.00	(7,948.00)	0.00	
<b>* TOTAL REV STORM SEWER &amp; DRAIN</b>	<b>13,000.00</b>	<b>21,128.20</b>	<b>(8,128.20)</b>	<b>13,000.00</b>	
<b>EXPENSE STORM SEWER &amp; DRAIN</b>					
WAGES AND BENEFITS	29,000.00	9,179.46	19,820.54	34,500.00	
CONTRACTED AND GENERAL SERVICES	115,000.00	83,866.13	31,133.87	85,000.00	
SUPPLIES, MATERIALS AND UTILITIES	3,500.00	1,270.17	2,229.83	3,500.00	
AMORTIZATION EXPENSE - STORM SEWER	40,000.00	40,552.74	(552.74)	40,000.00	
<b>* TOTAL EXPENSE STORM SEWER &amp; DRAIN</b>	<b>187,500.00</b>	<b>134,868.50</b>	<b>52,631.50</b>	<b>163,000.00</b>	
<b>*** NET COSTS STORM SEWER &amp; DRAIN</b>	<b>(174,500.00)</b>	<b>(113,740.30)</b>	<b>(60,759.70)</b>	<b>(150,000.00)</b>	



**TOWN OF CLARESHOLM**

DEPARTMENT	2013 YTD	2013 YTD	2013 YTD \$	2014 YTD	DETAILED NOTES
Description	Budget	Actual	Variance	Budget	
<b>REVENUE WATER SERVICES</b>					
PENALTIES AND COSTS	6,500.00	8,175.19	(1,675.19)	7,000.00	
SALES AND USER CHARGES	975,000.00	962,435.59	12,564.41	957,500.00	
WATER - OTHER REVENUE	28,000.00	17,423.41	10,576.59	18,000.00	
<b>* TOTAL REVENUE WATER SERVICES</b>	<b>1,009,500.00</b>	<b>988,034.19</b>	<b>21,465.81</b>	<b>982,500.00</b>	
<b>EXPENSE WATER SERVICE</b>					
WAGES AND BENEFITS	346,600.00	348,475.07	(1,875.07)	269,100.00	NET DEPT SURPLUS WITHOUT AMORTIZATION \$27,925
SUPPLIES, MATERIALS AND UTILITIES	470,500.00	455,244.05	15,255.95	432,700.00	
DEBENTURE INTEREST	190,100.00	189,875.34	224.66	184,900.00	
INTERDEPARTMENTAL CHARGES	67,875.00	67,875.00	0.00	67,875.00	
AMORTIZATION EXPENSE - WATER	1,600,000.00	1,600,138.20	(138.20)	1,600,000.00	
<b>* TOTAL EXPENSE WATER SERVICE</b>	<b>2,675,075.00</b>	<b>2,661,607.66</b>	<b>13,467.34</b>	<b>2,554,575.00</b>	
<b>*** NET COSTS WATER SERVICES</b>	<b>(1,665,575.00)</b>	<b>(1,673,573.47)</b>	<b>7,998.47</b>	<b>(1,572,075.00)</b>	
<b>REVENUE SEWER SERVICES</b>					
SALES AND USER CHARGES	300,000.00	294,638.34	5,361.66	292,000.00	
SEWER - OTHER REVENUE	0.00	6,334.48	(6,334.48)	0.00	
<b>* TOTAL REVENUE SEWER SERVICES</b>	<b>304,100.00</b>	<b>305,083.22</b>	<b>(983.22)</b>	<b>296,100.00</b>	
<b>EXPENSES SEWER SERVICES</b>					
WAGES AND BENEFITS	91,900.00	63,672.14	28,227.86	87,500.00	NET DEPT SURPLUS WITHOUT AMORTIZATION \$59,625
CONTRACTED AND GENERAL SERVICES	20,000.00	20,097.50	(97.50)	20,000.00	
SUPPLIES, MATERIALS AND UTILITIES	43,600.00	30,645.04	12,954.96	63,100.00	
SEWER DEBENTURE - INTEREST	40,250.00	39,452.01	797.99	37,600.00	
DEBENTURE INTEREST	40,250.00	39,452.01	797.99	37,600.00	
INTERDEPARTMENTAL CHARGES	24,075.00	28,275.00	(4,200.00)	28,275.00	
AMORTIZATION EXPENSE - SEWER	255,000.00	258,331.95	(3,331.95)	260,000.00	
<b>* TOTAL EXPENSES SEWER SERVICES</b>	<b>474,825.00</b>	<b>440,473.64</b>	<b>34,351.36</b>	<b>496,475.00</b>	
<b>*** NET COSTS SEWER SERVICES</b>	<b>(170,725.00)</b>	<b>(135,390.42)</b>	<b>(35,334.58)</b>	<b>(200,375.00)</b>	



**TOWN OF CLARESHOLM**

DEPARTMENT	2013 YTD	2013 YTD	2013 YTD \$	2014 YTD	DETAILED NOTES
Description	Budget	Actual	Variance	Budget	
<b>REVENUE GARBAGE COLLECTION</b>					
SALES AND USER CHARGES	420,000.00	407,390.56	12,609.44	406,000.00	
<b>* TOTAL REVENUE GARBAGE</b>	<b>420,000.00</b>	<b>407,390.56</b>	<b>12,609.44</b>	<b>406,000.00</b>	
<b>EXP GARBAGE COLLECTION</b>					
WAGES AND BENEFITS	124,500.00	133,573.17	(9,073.17)	139,800.00	
CONTRACTED AND GENERAL SERVICES	130,500.00	145,551.18	(15,051.18)	190,000.00	NET DEPT SURPLUS
SUPPLIES, MATERIALS AND UTILITIES	1,500.00	2,531.83	(1,031.83)	10,000.00	WITHOUT
INTERDEPARTMENTAL CHARGES	45,725.00	45,725.00	0.00	45,725.00	AMORTIZATION
AMORTIZATION EXPENSE - GARBAGE	22,000.00	18,178.65	3,821.35	18,000.00	\$20,475
<b>* TOTAL EXP GARBAGE COLLECTION</b>	<b>324,225.00</b>	<b>345,559.83</b>	<b>(21,334.83)</b>	<b>403,525.00</b>	
<b>*** NET COSTS GARBAGE COLLECTION</b>	<b>95,775.00</b>	<b>61,830.73</b>	<b>33,944.27</b>	<b>2,475.00</b>	
<b>REVENUE RECYCLING</b>					
SALES AND USER CHARGES	121,500.00	117,062.80	4,437.20	145,000.00	
RECYCLING - OTHER REVENUE	9,000.00	11,139.79	(2,139.79)	0.00	
<b>* TOTAL REVENUE RECYCLING</b>	<b>130,500.00</b>	<b>128,202.59</b>	<b>2,297.41</b>	<b>145,000.00</b>	
<b>EXPENSES RECYCLING</b>					
WAGES AND BENEFITS	112,800.00	120,497.19	(7,697.19)	113,700.00	NET DEPT SURPLUS
SUPPLIES, MATERIALS AND UTILITIES	22,000.00	21,544.71	455.29	22,250.00	WITHOUT
AMORTIZATION EXPENSE - RECYCLING	0.00	6,839.70	(6,839.70)	7,000.00	AMORTIZATION
<b>* TOTAL EXPENSES RECYCLING</b>	<b>134,800.00</b>	<b>148,881.60</b>	<b>(14,081.60)</b>	<b>142,950.00</b>	\$9,050
<b>*** NET COSTS RECYCLING</b>	<b>(4,300.00)</b>	<b>(20,679.01)</b>	<b>16,379.01</b>	<b>2,050.00</b>	(REPAYS RESERVES)



**TOWN OF CLARESHOLM**

DEPARTMENT	Description	2013 YTD Budget	2013 YTD Actual	2013 YTD \$ Variance	2014 YTD Budget	DETAILED NOTES
<b>REVENUE FCSS</b>						
*	GRANTS AND OTHER REVENUE	205,546.00	238,686.59	(33,140.59)	221,028.00	
**	TOTAL REVENUES FCSS	205,546.00	238,686.59	(33,140.59)	221,028.00	
<b>FCSS GENERAL ADMINISTRATIVE EXPENSES</b>						
*	TOTAL EXPENSE FCSS GENERAL	74,525.00	95,392.06	(20,867.06)	105,078.00	FCSS ZEROES OUT WITHIN TOWN OVERALL BUDGET
<b>FCSS PROGRAM EXPENSES</b>						
**	TOTAL FCSS PROGRAM EXPENSES	131,021.00	143,663.31	(12,642.31)	115,950.00	
**	TOTAL FCSS EXPENSES	205,546.00	239,055.37	(33,509.37)	221,028.00	
***	NET FCSS SURPLUS (DEFICIT)	0.00	(368.78)	368.78	0.00	
<b>EXPENSES DAYCARE SERVICES</b>						
	2-51-00-750-00 CONTRIBUTION TO FCSS PROGRAM	21,924.00	21,924.00	0.00	31,924.00	
	2-52-00-750-00 CONTRIBUTION TO DAY CARE	26,202.00	26,202.00	0.00	26,202.00	
*	TOTAL EXP DAYCARE SERVICES	48,126.00	48,126.00	0.00	58,126.00	
***	NET COSTS DAYCARE SERVICES	(48,126.00)	(48,126.00)	0.00	(58,126.00)	





**TOWN OF CLARESHOLM**

DEPARTMENT	2013 YTD	2013 YTD	2013 YTD \$	2014 YTD	DETAILED NOTES
Description	Budget	Actual	Variance	Budget	
<b>REVENUE CEMETERY SERVICES</b>					
SALES AND USER CHARGES	15,000.00	16,210.00	(1,210.00)	15,000.00	
MD CONTRIBUTION TO CEMETERY	2,000.00	3,000.00	(1,000.00)	3,000.00	
<b>* TOTAL REVENUE CEMETERY SERVICES</b>	<b>17,000.00</b>	<b>19,210.00</b>	<b>(2,210.00)</b>	<b>18,000.00</b>	
<b>EXPENSE CEMETERY SERVICES</b>					
WAGES AND BENEFITS	36,600.00	28,708.57	7,891.43	36,800.00	
SUPPLIES, MATERIALS AND UTILITIES	1,000.00	11.98	988.02	1,000.00	
INTERDEPARTMENTAL CHARGES	2,500.00	2,500.00	(0.00)	2,500.00	
AMORTIZATION EXPENSE - CEMETERY	500.00	0.00	500.00	500.00	
<b>* TOTAL EXPENSE CEMETERY SERVICES</b>	<b>40,600.00</b>	<b>31,220.55</b>	<b>9,379.45</b>	<b>40,800.00</b>	
<b>*** NET COSTS CEMETERY SERVICES</b>	<b>(23,600.00)</b>	<b>(12,010.55)</b>	<b>(11,589.45)</b>	<b>(22,800.00)</b>	
<b>REV PHYSICIAN RECRUITMENT</b>					
MUNICIPAL GRANTS	54,500.00	0.00	54,500.00	54,500.00	MSI FUNDS TOWN %
<b>* TOTAL REVENUE PHYSICIAN RECRUITMENT</b>	<b>54,500.00</b>	<b>0.00</b>	<b>54,500.00</b>	<b>54,500.00</b>	ZEROES OUT WITHIN TOWN
<b>EXP PHYSICIAN RECRUITMENT</b>					
SUPPLIES, MATERIALS AND UTILITIES	54,500.00	12,736.17	41,763.83	54,500.00	BUDGET
<b>* TOTAL EXPENSES PHYSICIAN RECRUITMENT</b>	<b>54,500.00</b>	<b>12,736.17</b>	<b>41,763.83</b>	<b>54,500.00</b>	
<b>*** NET COSTS PHYSICIAN RECRUITMENT</b>	<b>0.00</b>	<b>(12,736.17)</b>	<b>12,736.17</b>	<b>0.00</b>	



**TOWN OF CLARESHOLM**

DEPARTMENT	Description	2013 YTD Budget	2013 YTD Actual	2013 YTD \$ Variance	2014 YTD Budget	DETAILED NOTES
<b>EXPENSES AG SERVICES</b>						
	WAGES AND BENEFITS	3,600.00	4,795.93	(1,195.93)	3,800.00	WEED AND PEST CONTROL
	SUPPLIES, MATERIALS AND UTILITIES	8,500.00	5,927.86	2,572.14	8,500.00	
	AMORTIZATION EXPENSE - AG SERVICES	3,000.00	27,332.82	(24,332.82)	27,000.00	
<b>*</b>	<b>TOTAL EXPENSES AG SERVICES</b>	<b>15,100.00</b>	<b>38,056.61</b>	<b>(22,956.61)</b>	<b>39,300.00</b>	
<b>***</b>	<b>NET COSTS AG SERVICES</b>	<b>(15,100.00)</b>	<b>(38,056.61)</b>	<b>22,956.61</b>	<b>(39,300.00)</b>	
<b>REVENUE PLANNING/DEVELOPMENT</b>						
	LICENSES AND PERMITS	52,800.00	46,448.94	6,351.06	58,500.00	
	PENALTIES AND FINES	0.00	125.00	(125.00)	0.00	
	OTHER REVENUE - DEVELOPMENT	3,500.00	5,698.12	(2,198.12)	6,500.00	
<b>*</b>	<b>TOTAL REVENUE PLANNING/DEVELOPMENT</b>	<b>56,300.00</b>	<b>52,272.06</b>	<b>4,027.94</b>	<b>65,000.00</b>	
<b>EXPENSE PLANNING/DEVELOPMENT</b>						
	WAGES AND BENEFITS	163,800.00	162,194.30	1,605.70	174,115.00	INCLUDES ALL MANAGER &
	CONTRACTED AND GENERAL SERVICES	50,850.00	51,022.78	(172.78)	51,500.00	ADMIN WAGES AND BENEFITS
	SUPPLIES, MATERIALS AND UTILITIES	42,800.00	6,330.84	36,469.16	35,800.00	BYLAW AND PLANNING DEPTS
	AMORTIZATION EXPENSE - PLANNING	500.00	0.00	500.00	500.00	ARE OPERATING TOGETHER
<b>*</b>	<b>TOTAL EXPENSE PLANNING/DEVELOPMENT</b>	<b>257,950.00</b>	<b>219,547.92</b>	<b>38,402.08</b>	<b>261,915.00</b>	BUT BUDGETED SEPARATE TO
<b>***</b>	<b>NET COSTS PLANNING/DEVELOPMENT</b>	<b>(201,650.00)</b>	<b>(167,275.86)</b>	<b>(34,374.14)</b>	<b>(196,915.00)</b>	SEE COST OF EACH FUNCTION.



**TOWN OF CLARESHOLM**

DEPARTMENT	2013 YTD	2013 YTD	2013 YTD \$	2014 YTD	DETAILED NOTES
Description	Budget	Actual	Variance	Budget	
<b>REVENUE RECREATION</b>					
MD CONTRIBUTION - RECREATION	50,000.00	50,000.00	(0.00)	50,000.00	
<b>* TOTAL REVENUE RECREATION</b>	<b>50,000.00</b>	<b>50,000.00</b>	<b>0.00</b>	<b>50,000.00</b>	
<b>EXPENSES RECREATION</b>					
CONTRACTED AND GENERAL SERVICES	50,000.00	50,000.00	(0.00)	50,000.00	GOLF COURSE MANAGEMENT FEE
RECREATION DEBENTURE INTEREST	19,900.00	19,752.71	147.29	17,800.00	
<b>* TOTAL EXPENSES RECREATION</b>	<b>69,900.00</b>	<b>69,752.71</b>	<b>147.29</b>	<b>67,800.00</b>	
<b>*** NET COSTS RECREATION</b>	<b>(19,900.00)</b>	<b>(19,752.71)</b>	<b>(147.29)</b>	<b>(17,800.00)</b>	
<b>REVENUE ARENA</b>					
SALES AND USER CHARGES	67,000.00	69,238.71	(2,238.71)	64,000.00	
<b>* TOTAL REVENUE ARENA</b>	<b>67,000.00</b>	<b>69,238.71</b>	<b>(2,238.71)</b>	<b>64,000.00</b>	
<b>EXPENSES ARENA</b>					
WAGES AND BENEFITS	84,500.00	89,757.55	(5,257.55)	84,500.00	COST RECOVERY 48.30%
SUPPLIES, MATERIALS AND UTILITIES	112,000.00	111,056.72	943.28	112,000.00	
AMORTIZATION EXPENSE - ARENA	6,000.00	35,573.67	(29,573.67)	36,000.00	
<b>* TOTAL EXPENSES ARENA</b>	<b>202,500.00</b>	<b>236,387.94</b>	<b>(33,887.94)</b>	<b>232,500.00</b>	
<b>*** NET COSTS ARENA</b>	<b>(135,500.00)</b>	<b>(167,149.23)</b>	<b>31,649.23</b>	<b>(168,500.00)</b>	



**TOWN OF CLARESHOLM**

DEPARTMENT	Description	2013 YTD Budget	2013 YTD Actual	2013 YTD \$ Variance	2014 YTD Budget	DETAILED NOTES	
<b>REVENUE SWIM POOL</b>							
	SALES AND USER CHARGES	90,000.00	96,940.37	(6,940.37)	88,000.00		
	OTHER REVENUE - AQUATIC CENTRE	0.00	6,200.00	(6,200.00)	0.00		
<b>*</b>	<b>TOTAL REVENUE SWIM POOL</b>	<b>90,000.00</b>	<b>103,140.37</b>	<b>(13,140.37)</b>	<b>88,000.00</b>		
<b>EXPENSES SWIM POOL</b>							
	WAGES AND BENEFITS	272,000.00	300,168.27	(28,168.27)	265,500.00	COST RECOVERY 30%	
	SUPPLIES, MATERIALS AND UTILITIES	29,500.00	21,880.33	7,619.67	25,600.00		
	SWIM POOL DEBENTURE INT	2,300.00	661.31	1,638.69	0.00		
	AMORTIZATION EXPENSE - POOL	14,000.00	18,055.00	(4,055.00)	18,000.00		
<b>*</b>	<b>TOTAL EXPENSES SWIM POOL</b>	<b>317,800.00</b>	<b>340,764.91</b>	<b>(22,964.91)</b>	<b>309,100.00</b>		
<b>***</b>	<b>NET COSTS SWIM POOL</b>	<b>(227,800.00)</b>	<b>(237,624.54)</b>	<b>9,824.54</b>	<b>(221,100.00)</b>		
<b>REVENUE PARKS</b>							
	SALES AND USER CHARGES	38,500.00	38,556.56	(56.56)	38,000.00	\$10K OTHER FUNDING PAYING FOR GARDENER	
	OTHER FUNDING - PARKS	0.00	36,557.32	(36,557.32)	0.00		
<b>*</b>	<b>TOTAL REVENUE PARKS</b>	<b>38,500.00</b>	<b>75,113.88</b>	<b>(36,613.88)</b>	<b>38,000.00</b>	POSITION BY EDC REMAINDER IS GRANTS BY LOCAL GROUPS	
<b>EXPENSES PARKS</b>							
	WAGES AND BENEFITS	106,800.00	88,431.58	18,368.42	86,300.00		
	SUPPLIES, MATERIALS AND UTILITIES	22,000.00	27,869.22	(5,869.22)	33,000.00	IE KRAKENS, CURLING etc FOR CAPITAL PROJECTS	
	AMORTIZATION EXPENSE - PARKS	100,000.00	151,023.02	(51,023.02)	151,000.00		
<b>*</b>	<b>TOTAL EXPENSES PARKS</b>	<b>228,800.00</b>	<b>267,323.82</b>	<b>(38,523.82)</b>	<b>270,300.00</b>		
<b>***</b>	<b>NET COSTS PARKS</b>	<b>(190,300.00)</b>	<b>(192,209.94)</b>	<b>1,909.94</b>	<b>(232,300.00)</b>		



**TOWN OF CLARESHOLM**

DEPARTMENT	Description	2013 YTD Budget	2013 YTD Actual	2013 YTD \$ Variance	2014 YTD Budget	DETAILED NOTES
<b>MUSEUM REVENUE</b>						
	SALES AND USER CHARGES	7,450.00	6,770.26	679.74	7,060.00	
	GRANT FUNDING - MUSEUM	61,957.00	65,344.84	(3,387.84)	56,890.00	
<b>*</b>	<b>TOTAL MUSEUM REVENUE</b>	<b>69,407.00</b>	<b>72,115.10</b>	<b>-2,708.10</b>	<b>63,950.00</b>	
<b>EXPENSES MUSEUM</b>						
	WAGES AND BENEFITS	101,900.00	107,404.57	(5,504.57)	101,610.00	CURRENT BUDGET INCLUDES WAGES FOR ED POSITION
	SUPPLIES, MATERIALS AND UTILITIES	52,735.00	41,242.23	11,492.77	41,950.00	
	AMORTIZATION EXPENSE - MUSEUM	22,000.00	23,678.63	(1,678.63)	24,000.00	
<b>*</b>	<b>TOTAL EXPENSES MUSEUM</b>	<b>176,635.00</b>	<b>172,325.43</b>	<b>4,309.57</b>	<b>167,560.00</b>	
<b>***</b>	<b>NET COSTS MUSEUM</b>	<b>(107,228.00)</b>	<b>(100,210.33)</b>	<b>(7,017.67)</b>	<b>(103,610.00)</b>	
<b>EXPENSES LIBRARY</b>						
	AMORTIZATION EXPENSE - LIBRARY	25,000.00	25,593.27	(593.27)	26,000.00	
	LIBRARY GRANT	157,540.00	157,540.00	0.00	159,900.00	
	CHINOOK ARCH LIBRARY	25,400.00	25,367.13	32.87	26,270.00	
<b>*</b>	<b>TOTAL EXPENSES LIBRARY</b>	<b>207,940.00</b>	<b>208,500.40</b>	<b>(560.40)</b>	<b>212,170.00</b>	
<b>***</b>	<b>NET COSTS LIBRARY</b>	<b>(207,940.00)</b>	<b>(208,500.40)</b>	<b>560.40</b>	<b>(212,170.00)</b>	
<b>****</b>	<b>ANNUAL (SURPLUS) DEFICIT</b>	<b>(2,473,500.00)</b>	<b>(220,591.45)</b>	<b>222,091.45</b>	<b>(2,630,171.00)</b>	
	<b>ADD BACK: NON-CASH AMORTIZATION</b>	<b>2,734,800.00</b>			<b>2,874,500.00</b>	
	<b>LESS: DEBENTURE PRINCIPAL PAYMENTS</b>	<b>(261,300.00)</b>			<b>(244,300.00)</b>	
	<b>ADJUSTED ANNUAL (SURPLUS) DEFICIT</b>	<b>0.00</b>	<b>(220,591.45)</b>	<b>222,091.45</b>	<b>29.00</b>	2014 OPERATING MINIMAL SURPLUS

# Staff Report

**To:** Council  
**From:** CAO  
**Date:** March 10, 2014  
**Re:** MSI Operating Grant 2014 Allocation

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## **Overview**

The Municipal Sustainability Initiative (Operating) is a provincially funded grant to be used for operations and is available to fund external not for profit organizations operating needs. Historically the Town has utilized this grant to fund external groups who operate Town facilities and Town supported programs with their operational funding shortfalls.

This grant is being phased out and will not be available after 2015. Currently the MSI Operating Fund has approximately \$70,000 available (includes the 2013 and 2014 allocations). In 2015 the Town will receive \$19,000 as a final grant payment.

## **Background**

In 2013, the MSI Operating grant was used to fund the following groups:

- Community Centre \$20,000
- Transportation Society \$10,000
- Various not for profit organizations \$2,509

In 2014, the \$70,000 MSI Operating funding is being recommended to the following groups and facilities:

- Community Centre \$25,000 (increase of \$5,000 over 2013 funding)
- Transportation Society \$10,000 (same as in 2013)
- Physician Recruitment & Retention Committee \$30,000 (Per request from the Committee)
- \$5,000 not for profit organizations operational funding (requests throughout the year that come to Town Council).

NOTE: The amount of this grant is \$19,000 in 2015 so the amount of funding to these organizations will have to be supported by general tax revenue (partially in 2015 and fully in 2016+)

Administration is requesting a resolution confirming the projects/programs that are to be funded in 2014 by the MSI Operating grant.

*Kris Holbeck, CA CAO Town of Claresholm*

# **INFORMATION ITEMS**



# TOWN OF CLARESHOLM

## Cheque Listing For Account Payable

<b>Cheque #</b>	<b>Cheque Date</b>	<b>CEO CAO</b>	<b>Vendor #</b>	<b>Vendor Name</b>	<b>Batch #</b>	<b>Amount</b>
48388	2014-02-04		900000	HOJA	<b>17314</b>	708.75
						708.75
						<b>17322</b>
48389	2014-02-05		786325	ALBERTA WATER & WASTEWATER, OPERATORS ASSOCIATION		871.50
48390	2014-02-05		786285	ALTALIS JV		132.30
48391	2014-02-05		1790	Aquam Specialiste Aquatique Inc.		183.15
48392	2014-02-05		787524	AtSource Recycling Systems		26,378.10
48393	2014-02-05		786195	Benchmark Assessment Consultants Inc.		4,228.09
48394	2014-02-05		785928	BIG HILL SERVICES LTD.		173.83
48395	2014-02-05		786427	BOUNDARY EQUIPMENT (CALGARY) LTD.		2,393.30
48396	2014-02-05		786250	CARLETON, TRISHA		1,551.95
48397	2014-02-05		786095	CHILTON, LISA		32.29
48398	2014-02-05		12325	CHINOOK ARCH REGIONAL LIBRARY		13,134.21
48399	2014-02-05		12350	CHINOOK COUNTRY TOURIST ASSOC.		855.75
48400	2014-02-05		786670	CHIX DESIGN		1,060.50
48401	2014-02-05		56100	CIMCO REFRIGERATION		2,757.26
48402	2014-02-05		13150	CLARESHOLM CASTING		120.75
48403	2014-02-05		785935	CLARESHOLM CHAMBER OF COMMERCE		105.00
48404	2014-02-05		13250	CLARESHOLM CHILD CARE SOCIETY		2,183.50
48405	2014-02-05		786465	CLARESHOLM GOLF CLUB		1,500.00
48406	2014-02-05		13660	CLARESHOLM LOCAL PRESS		1,368.36
48407	2014-02-05		14085	CLARESHOLM NAPA AUTO		1,396.91
48408	2014-02-05		786950	CLARESHOLM SELF STORAGE		598.50
48409	2014-02-05		14150	CLARESHOLM WELDING & FABRICATING LTD		78.75
48410	2014-02-05		14205	CLEAN BRITE CHEMICAL SERVICES LTD.		1,347.26
48411	2014-02-05		786697	CNH CAPITAL C3115		525.53
48412	2014-02-05		785951	COMMERCIAL AQUATIC SUPPLIES		396.52
48413	2014-02-05		786785	CUMMINS WESTERN CANADA LP		675.11
48414	2014-02-05		786540	DIRECT ENERGY REGULATED SERVICES		76.63
48415	2014-02-05		786397	EPCOR		111.67
48416	2014-02-05		26201	FERG'S SEPTIC SERVICE LTD		383.25
48417	2014-02-05		786257	FOOTHILLS FORD SALES		17.89
48418	2014-02-05		787516	FORD, SHELLEY		170.64
48419	2014-02-05		786240	GAMMEL'S PLUMBING HEATING & GASFITTING		309.69
48420	2014-02-05		786505	GRAPHCOM PRINTERS LTD.		554.42
48421	2014-02-05		786584	HACH SALES & SERVICE CANADA LTD.		2,347.80
48422	2014-02-05		49980	HARRY'S TIRE SALES (1984) LTD.		110.25
48423	2014-02-05		787525	HealthyWorker		2,475.38
48424	2014-02-05		787522	HIFAB HOLDINGS LTD.		38.54
48425	2014-02-05		786347	JOHN BROOKS COMPANY LIMITED		928.61
48426	2014-02-05		786460	LEVY'S FURNACE & DUCT CLEANING		420.00
48427	2014-02-05		56155	LIFESAVING SOCIETY		70.00
48428	2014-02-05		56200	LOCAL AUTHORITIES PENSION PLAN		27,547.23
48429	2014-02-05		58000	LOOMIS EXPRESS		41.41
48430	2014-02-05		787520	McALONAN, MIKE		91.80
48431	2014-02-05		65040	MUNICIPAL INFORMATION SYSTEMS		2,100.00
48432	2014-02-05		786484	NANESCO SALES LTD.		309.75





Claresholm

# TOWN OF CLARESHOLM

## Cheque Listing For Account Payable

2014-Mar-5

9:12:56AM

<b>Cheque #</b>	<b>Cheque Date</b>	<b>CEO</b>	<b>CAO</b>	<b>Vendor #</b>	<b>Vendor Name</b>	<b>Amount</b>
48433	2014-02-05			66100	NATIONAL SECRETARY-TREASURER	1,227.14
48434	2014-02-05			786708	OHS CANADA	99.75
48435	2014-02-05			786905	ONECONNECT SERVICES INC. T46194	43.86
48436	2014-02-05			786635	ORKIN CANADA CORPORATION	109.20
48437	2014-02-05			786197	PARCON CONSTRUCTION LTD.	1,391.25
48438	2014-02-05			76300	PEDERSEN TRANSPORT LTD.	673.94
48439	2014-02-05			97050	PHARMASAVE	25.33
48440	2014-02-05			786050	PLANET CLEAN (LETHBRIDGE) LTD.	139.34
48441	2014-02-05			786453	PRAXAIR CANADA INC.	911.63
48442	2014-02-05			80000	PUROLATOR COURIER	45.52
48443	2014-02-05			786156	Q.E.D. ENTERPRISES LTD.	971.62
48444	2014-02-05			86300	RECEIVER GENERAL FOR CANADA	43,778.06
48445	2014-02-05			786468	SHAW CABLE	87.10
48446	2014-02-05			13525	SOBEYS CLARESHOLM	6.60
48447	2014-02-05			900	TELUS	3,594.79
48448	2014-02-05			97000	TOWN OF CLARESHOLM	86.29
48449	2014-02-05			787515	WATT & STEWART COMMODITIES INC	630.00
48450	2014-02-05			900000	ADOA	200.00
48451	2014-02-05			900000	CHEMFAX PRODCUTS LTD.	424.20
48452	2014-02-05			900000	DESERT ROOFING LTD.	19,288.50
48453	2014-02-05			900000	MILLER SUPPLY	27.83
						<hr/>
						175,915.33



Claresholm

# TOWN OF CLARESHOLM

## Cheque Listing For Account Payable

2014-Mar-5  
9:12:56AM

Cheque #	Cheque Date	CEO	CAO	Vendor #	Vendor Name	Amount
						<b>Batch # 17343</b>
48454	2014-02-12			600	ALBERTA ASSOCIATION OF M.D.'S	10,904.13
48455	2014-02-12			1025	ALBERTA ONE CALL LOCATION CORP	12.60
48456	2014-02-12			786325	ALBERTA WATER & WASTEWATER, OPERATORS ASSOCIATION	105.00
48457	2014-02-12			2550	AUMA	52.50
48458	2014-02-12			785928	BIG HILL SERVICES LTD.	6,158.52
48459	2014-02-12			6390	BISHOFF AUTO & AG CENTRE	474.80
48460	2014-02-12			11250	CANADIAN LINEN SUPPLY	641.01
48461	2014-02-12			87008	CANADIAN RED CROSS	570.25
48462	2014-02-12			786578	CENTRAL SHARPENING LTD.	143.85
48463	2014-02-12			12190	CHAMCO INDUSTRIES LTD.	2,689.26
48464	2014-02-12			13250	CLARESHOLM CHILD CARE SOCIETY	2,183.50
48465	2014-02-12			13660	CLARESHOLM LOCAL PRESS	5.25
48466	2014-02-12			786141	CLARESHOLM TAXI	1,663.20
48467	2014-02-12			14150	CLARESHOLM WELDING & FABRICATING LTD	172.20
48468	2014-02-12			14205	CLEAN BRITE CHEMICAL SERVICES LTD.	351.59
48469	2014-02-12			785973	CLEARTECH INDUSTRIES INC.	4,792.99
48470	2014-02-12			26201	FERG'S SEPTIC SERVICE LTD	588.00
48471	2014-02-12			786727	FOOTHILLS REGIONAL E.M.S.	7,652.97
48472	2014-02-12			786584	HACH SALES & SERVICE CANADA LTD.	870.03
48473	2014-02-12			787522	HIFAB HOLDINGS LTD.	302.34
48474	2014-02-12			36800	HOME HARDWARE	1,170.67
48475	2014-02-12			850	JOHN DEERE FINANCIAL	584.34
48476	2014-02-12			786267	LAWSON PRODUCTS INC.	135.50
48477	2014-02-12			56155	LIFESAVING SOCIETY	25.00
48478	2014-02-12			786659	LIVINGSTONE RANGE SCHOOL DIVISION	502.93
48479	2014-02-12			786872	MPE ENGINEERING LTD.	10,136.07
48480	2014-02-12			65000	MUNICIPAL DISTRICT OF WILLOW	984.38
48481	2014-02-12			76300	PEDERSEN TRANSPORT LTD.	84.21
48482	2014-02-12			97050	PHARMASAVE	9.42
48483	2014-02-12			76400	PITNEYWORKS	439.90
48484	2014-02-12			80000	PURULATOR COURIER	108.15
48485	2014-02-12			4090	PVH CANADA, INC.	1,835.92
48486	2014-02-12			786180	RICOH CANADA INC.	942.08
48487	2014-02-12			14265	SAVARIA LIFTS LTD.	250.00
48488	2014-02-12			786161	TETRA TECH EBA INC.	404.17
48489	2014-02-12			101400	UNITED FARMERS OF ALBERTA	1,198.04
48490	2014-02-12			111705	WC CLASS II REGIONAL LANDFILL	8,843.25
48491	2014-02-12			126050	ZEE MEDICAL CANADA, INC.	1,065.50
48492	2014-02-12			900000	MOGG, WENDY	24.00
48493	2014-02-12			900000	WALLAH FAIRWAY MARKERS	420.00
						<hr/> 69,497.52
						<b>Batch # 17368</b>
48494	2014-02-27			650	ALBERTA BLUE CROSS	6,676.46
48495	2014-02-27			56200	LOCAL AUTHORITIES PENSION PLAN	14,200.60
48496	2014-02-27			86300	RECEIVER GENERAL FOR CANADA	21,513.02
						<hr/> 42,390.08



Claresholm

# TOWN OF CLARESHOLM

## Cheque Listing For Account Payable

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2014-Mar-5  
9:12:56AM

<u>Cheque #</u>	<u>Cheque Date</u>	<u>CEO</u>	<u>CAO</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>
<b>Total</b>						<b>288,511.68</b>

\*\*\* End of Report \*\*\*



**PRESENT:**

Mayor George Bohne, Chair	Town of Raymond	Dep. Mayor Ed Weistra	Village of Barons
Mayor Maggie Kronen	Town of Cardston	Mayor Kym Nichols	Village of Carmangay
Mayor Kim Craig	Town of Coaldale	Mayor Tom Butler	Village of Coutts
Mayor Dennis Cassie	Town of Coalhurst	Mayor Jordan Koch	Village of Glenwood
Mayor Blair Painter	Mun. of Crowsnest Pass	Mayor Don McDowell	Village of Nobleford
Mayor Rene Gendre	Town of Fort Macleod	Mayor Ben Nilsson	Village of Stirling
Dep. Mayor Brenda Beck	Town of Magrath	Deputy Mayor Tyler Lindsay	Village of Warner
Mayor Rick Everett	Town of Nanton	Reeve Fred Lacey	Cardston County
Mayor Wendy Jones	Town of Picture Butte	Reeve Lorne Hickey	Lethbridge County
Mayor Don Anderberg	Town of Pincher Creek	Reeve Derrick Annable	Vulcan County
Mayor Gentry Hall	Town of Stavely	Dep. Reeve Phil Jensen	County of Warner
Mayor Henk De Vliieger	Town of Taber	Mayor Chris Spearman	City of Lethbridge
Mayor Margaret Plumtree	Town of Vauxhall		
Mayor Thomas Grant	Town of Vulcan	Bev Bellamy	Recording Secretary
Reeve Brian Hammond	MD of Pincher Creek		
Dep. Reeve Dwight Tolton	MD of Taber		
Reeve Neil Wilson	MD of Willow Creek		

**Guests:**

Pat Stier, MLA	Livingstone-Macleod	Greg Weadick, MLA	Lethbridge West
Gary Bikman, MLA	Cardston-Taber-Warner	Mayor Martin Shields	City of Brooks
Councillor Barry Morishita	City of Brooks	Alan Martens, CAO	City of Brooks

**1.0 WELCOME AND INTRODUCTIONS**

Chairman Mayor George Bohne called the meeting to order at 1:30 pm.

**2.0 ADOPTION OF THE AGENDA and MINUTES**

Moved by Mayor Tom Butler to adopt the agenda. **Carried.**

Moved by Mayor Maggie Kroenen to adopt the January 3, 2014 minutes. **Carried.**

**3.0 BUSINESS ITEMS**

- 2014 Parking passes are available from Bev.

**4.0 PRESENTATION**

**Resolution brought forward to AUMA/AAMD&C regarding the 1% Income Tax Redistribution**

- Mayor Martin Shields, Councillor Barry Morishita, CAO Alan Martens – City of Brooks

- This resolution was brought forward to the AUMA conference and was passed, but the amendment to it was not approved and the necessary details for the resolution were in the amendment. This resolution with amendment will be brought forward to the AUMA Mayors caucus in March.
- Infrastructure costs are escalating and municipalities can't continue to keep increasing the property tax from homeowners to cover it; it is time to look for a new solution.
- This resolution proposes that there be a 1% increase in the provincial income tax rate and this funding would be distributed as an unconditional transfer payment on a per capita basis, with a minimum transfer amount to provide all municipalities with the opportunity to be financially viable.
- A proposed funding amortization schedule was distributed to show the dollar value of what each municipality would receive.

- This tax will be new money; the MSI capital program helps aid in attacking the infrastructure deficit, but it is not sufficient to eliminate it.
- This resolution was sent to the government but they have not received a response; they also presented it to the SE Mayors & Reeves group and are interested to work with any other groups to continue to move it forward.

## 5.0 REPORTS

### 5.1 MP Report – no report

### 5.2 MLA Reports

#### **Greg Weadick, MLA Lethbridge West**

- Drilling in Lethbridge, EMS Dispatch and senior's support issues continue to be big issues in Lethbridge.
- Will be back in session on March 3 with the throne speech, budget to be released shortly after and then budget discussions will begin.
- Question regarding the increase for transmission costs, what's being done to control these costs and how is the Utilities Monitoring Board dealing with these issues. Alberta Government is looking into this and a panel has been formed to look at these costs. This panel should give its report to the Minister fairly quickly as it is a major issue.
- Discussion on incentives for businesses to put in self-generating turbines to use their own steam and also increasing revenue stream.
- ATCO has a program and is looking for partners for electrical generation. Need to apply before the end of this calendar year and it will help provide relief for municipal electrical costs.

#### **Gary Bikman, MLA Cardston-Taber-Warner**

- When the session resumes March 3, he will look at the funding side and the trust relationship re the MSI. Budgets were set based on promised funding and this was breached. As the official opposition, he will continue to share information with the government on behalf of the M & R.
- Glad to see that the rural ambulance situation is being re-evaluated. The united concerns that are being presented were heard.
- There needs to be basic respect towards municipalities regarding drilling. It is high-handed to sell municipal rights from underneath a city.
- The SSRP is taking away decision making at the local level, need to get this message to the government. City Charters and Bill 28 are important issues to the cities.
- Need to speak up to the government through your municipality or association on issues that are important to you.

#### **Pat Stier, MLA Livingstone – Macleod**

- Will continue to work cooperatively and constructively with colleagues.
- Government is asking Albertans to help create an integrated, long-term Transportation Strategy that will provide a vision for Alberta's transportation system over the next 50 years.
- Received many comments on the SSRP; needs to be a balance between environment and providing for needs of society. He also made a request for an extension to submit comments on the SSRP and was glad to see that people have been given more time to provide feedback.
- Sage grouse is a species at risk in 42 township areas. This comes under the federal government jurisdiction and there is discussion by the province with the federal government on this. He welcomes letters and any inquiries regarding this issue.
- Organizations are working on the MGA review which will provide good, productive debate on it. We're here to work for you, if there's something you want to discuss please feel free to contact him.

### **5.3 Alberta Southwest Regional Economic Development Alliance Report – Mayor Rene Gendre**

- Presentation was made at the February meeting on transportation routes and fibre optics.
- Had two days of courses on economic development for both unelected and elected officials.

### **5.4 SouthGrow – Mayor Maggie Kronen**

- M & R were invited to an evening of information regarding projects that SouthGrow has completed.
- This month's planning sessions will be to look towards the future and to explore future partnerships with others.

### **5.5 AUMA – Mayor Kim Craig**

- AUMA Board News update was emailed out last week.
- Talked to Ken Hughes about the MGA review at the retreat; the premier's council will also look at it. In the same way the task force was established re the floods, he would like to see this type of dedicated task force on the MGA to complete it.
- The Mayors Caucus will be held in Edmonton in March 5, 6, 7 with the MLA breakfast in the morning on March 6. If you have any questions, please contact Kim Craig (mayor@coaldale.ca)

### **5.6 AAMD&C – no report**

### **5.7 Associate Dean's Advisory Council (ADAC) – Mayor Tom Butler**

- Multiple Mini Interviews (MMI) will be held at the end of this month. Thanks to Mayor Cassie for volunteering to be involved in this process.

### **5.8 Oldman Watershed Council – Brian Brewin/Blair Painter**

- OWC listened to people's concerns regarding the SSRP and submitted their feedback on it; a copy of the submission was sent to the M & R in the Oldman basin.
- In the process of developing a Headwaters Action Plan strategy and will prioritize actions.
- Update and information distributed at the meeting on upcoming climate change panel and Holding the Reins seminar.

### **5.9 Southern Alberta Energy from Waste Alliance – Mayor Kim Craig**

- Board of directors is reviewing strategy and will hold a planning session to move forward with the process to select a site.
- Upcoming information sessions for members will be held at Champion Community Hall; will also update people at that time on the February 25 planning session.

### **5.10 Canadian Badlands Organization – Mayor George Bohne**

- March 25 – 27 is the CBO conference. Will have guest speakers Brent Wilson from Dragon's Den, Anthony Cobb from Fogo Island, Nfld. And Mayor Travalis from Norfolk County, Ontario. For details visit <https://www.canadianbadlands.org/cbl/conference/>

## **6.0 BUSINESS**

### **6.1 Enlarging the borders for Mayors & Reeves of Southwest Alberta – Mayor George Bohne**

- Discussion on how to handle requests from municipal officials who are located outside of the present borders and who would like to be involved in M & R. Decided by consensus that interested parties would first be invited to attend a meeting on a guest basis and then extend an invitation to them to join this organization if they are interested.

## **6.2 Update on Dispatch and Emergency Medical Services – Mayor Chris Spearman**

- Alberta government has made a directional change on this issue and we are working together towards a successful outcome. Thanks to Greg Weadick for his assistance and to Mayor Bohne for his support in attending meetings; this illustrates the power that the M & R have together.
- Will meet with Minister Horne on February 28 and will work together with other mayors to set guiding principles.
- Looking for letters of support for regional EMS dispatch from all communities whose EMS flows into the Lethbridge Regional Hospital so that we are able to continue to provide a high level of service to city and surrounding areas. Please send your letter of support to Mayor Spearman by February 21 for the February 28 meeting. Letters of support are welcome even if you're not utilizing this service.

## **6.3 Update on Transportation Forum Meeting held in Fort Macleod – Mayor Rene Gendre**

- Transportation visioning sessions were held, one in Fort Macleod, regarding the transportation needs in the province and south for the next 50 years; handout was included in agenda package.
- Several communities have concerns regarding Highway #3 and feel that infrastructure is being ignored in the southern area of the province.
- Was mentioned that there is a Highway #3 Twinning Committee, and this group has made some progress in adding passing lanes on some sections of Highway #3, but twinning is only one aspect of the issues that need to be dealt with on this highway.
- Following this meeting, mayors and reeves are invited to stay for a short sub-committee meeting to talk about how to address this issue and to bring it to the attention of the government.
- Mayor Bohne will contact Reeve Brian Brewin to find out more information on the Highway #3 Twinning Committee, and to see how we can work with them on the issue of Highway #3.

## **6.4 Possible Meeting Presentations for Upcoming Meetings – Mayor Bohne**

- Discussion on having a fibre optic presentation and possibly have James Van Leeuwen from Pincher Creek speak at it. As this is a regional opportunity and has potential to involve councilors, municipality technical staff and others, it might be more effective to hold it at a larger location than the Culver City Room so that more people could attend.
- Mayor Tom Grant, Town of Vulcan, suggested that Axia, a company providing service in the Town of Vulcan, might be a good choice for a presentation.

## **6.5 South Saskatchewan Regional Plan Update – Mayor George Bohne**

- Mayor Bohne sent a letter on behalf of the M & R to Minister Horne regarding a request for an extension on the submission dates for the SSRP and received a general response from Deputy Minister Bev Yee.
- The date for submission of feedback for the SSRP was extended until February 28, 2014. A digital copy of the draft response from the City of Lethbridge was circulated.
- MGA is not referenced in the SSRP and needs to be.

## **6.6 Oil and Gas Drilling in Municipal Jurisdictions – Mayor Chris Spearman**

- Will be hosting a forum on oil and gas drilling in urban areas in Lethbridge on February 24 and will discuss determining appropriate locations. Would like to hear what your issues are in your communities.

## **6.7 Municipal Government Act Review - Mayor Chris Spearman**

- Regional consultations will be held across Alberta; in Lethbridge it will be February 26-28. This planning document will affect municipalities with major issues on the table. Different

ideas will be explored about how municipalities can be given flexibility to be sustainable. The last MGA was in place for 20 years and we need to assume that we will have to live with this one for a long time.

#### **6.8 Circulation of M & R Email List – Mayor George Bohne**

- After discussion, it was decided that the M & R email list will be distributed within the M & R group to be used to get in touch with each other. It was requested that this list not be distributed outside of this group; any requests for M & R contact information from outside of this group can be directed to Mayor Bohne.

#### **6.9 Community Reports**

- If anyone has upcoming community events, please forward them to Bev ([mayorsandreeves@shaw.ca](mailto:mayorsandreeves@shaw.ca)) and she will send them out to the M & R group; please feel free to delete any information that is not of interest to you.

#### **7.0 NEXT MEETING: Friday, March 7, 1:00 pm – Culver City Room, Lethbridge City Hall**

Upcoming Presentations:

- Invasive Species
- Dam protocol and influence of flooding. Please send any contacts who could speak to this subject to Mayor Bohne ([bohne@raymond.ca](mailto:bohne@raymond.ca)).

#### **8.0 ADJOURNMENT:** Moved by Mayor Tom Butler to adjourn the meeting at 2:37 pm.





OLDMAN RIVER REGIONAL SERVICES COMMISSION

MINUTES - 1 (2014)

EXECUTIVE COMMITTEE MEETING

Thursday, January 9, 2014 at 7:00 p.m.

ORRSC Boardroom (3105 - 16 Avenue North, Lethbridge)

EXECUTIVE COMMITTEE:

Gordon Wolstenholme - Chair
Henry Van Hierden - Vice-Chair
Anne Marie Philipsen
Don Anderberg

Jim Bester
Dave Edmonds
Bill Martens (absent)

STAFF:

Lenze Kuiper - Director

Barb Johnson - Executive Secretary

AGENDA:

- 1. Approval of Agenda - January 9, 2014
2. Approval of Minutes - October 10, 2013
3. Business Arising from the Minutes
4. New Business
(a) Executive Overview
(b) Budget Review
(c) Fee For Service Update
(d) Alberta SouthWest Regional Alliance Update
(e) CPAA Conference - April 14-16, 2014 in Red Deer
(f) South Saskatchewan Regional Plan - Direction from Mayors and Reeves
5. Accounts
(a) Office Accounts -
(i) September 2013
(ii) October 2013
(iii) November 2013
(b) Financial Statements -
(i) January 1 - September 30, 2013
(ii) January 1 - October 31, 2013
(iii) January 1 - November 30, 2013
6. Director's Report

7. **Executive Report** .....
8. **Adjournment** .....
- 

CHAIR GORDON WOLSTENHOLME CALLED THE MEETING TO ORDER AT 6:55 P.M.

**1. APPROVAL OF AGENDA**

**Moved by: Anne Marie Philipsen**

THAT the Executive Committee approve the agenda, as amended:

ADD: 4(f) South Saskatchewan Regional Plan – Direction from Mayors and Reeves  
(Don Anderberg)

**CARRIED**

**2. APPROVAL OF MINUTES**

**Moved by: Don Anderberg**

THAT the Executive Committee approve the minutes of October 10, 2013, as presented. **CARRIED**

**3. BUSINESS ARISING FROM THE MINUTES**

- None.

**4. NEW BUSINESS**

**(a) Executive Overview**

- As there are three new Executive Committee members this year, the Director briefly reviewed a handout explaining the Committee's mission and role. The Board of Directors has delegated to the Executive the responsibility for financial and administrative concerns including:
  - budget (ratified by the Board)
  - approval of office accounts and financial statements
  - personnel and organizational matters
  - signing authority (Chair and Vice-Chair)
  - advising Board on matters of principle and policy
- An Organizational Briefing which was prepared before the election for our municipal councils' information was also handed out explaining:
  - WHO ORRSC is – a brief history
  - WHAT services we provide – planning, GIS, subdivision processing, Regional Assessment Review Board, etc.
  - WHEN the Board of Directors and Executive Committee meet
  - WHERE meetings are normally held
  - WHY planning is important for municipalities
  - HOW ORRSC is a shared cooperative effort between member municipalities to obtain planning services

- A third handout written by John C. McDonnell of Brownlee LLP addresses the issue of municipal councillors' conflicting duties and obligations when serving on intermunicipal board or committees.

**Moved by: Dave Edmonds**

THAT the Executive Committee accept the Executive Overview, as information. **CARRIED**

**(b) Budget Review**

- Director Lenze Kuiper reviewed the 2014 Budget and answered questions. Jim Bester pointed out that the 3% "COLA" should correctly be referred to as a "salary increase" rather than a cost of living adjustment. It was also noted that reserves are not reflected in the budget, but will appear on the balance sheet after the auditors transfer any surpluses to the operating and capital reserve funds (there are currently no reserves).

**Moved by: Henry Van Hierden**

THAT the Executive Committee accept the Budget Review, as information. **CARRIED**

**(c) Fee for Service Update**

- In 2013, the Executive Committee began reviewing at each meeting a list showing the progress of current fee-for-service projects. In the past, projects were invoiced upon completion, but due to cash flow issues, our current policy is to invoice in three installments: (1) acceptance of quote, (2) first draft, (3) final. Projects are normally added to this list when we receive written acceptance of our quote by the municipality. Amounts highlighted in green have been invoiced.

**Moved by: Don Anderberg**

THAT the Executive Committee accept the Fee For Service Update, as information. **CARRIED**

**(d) Alberta SouthWest Regional Alliance Update**

- Alberta SouthWest Regional Alliance has requested that a representative of ORRSC sit on their board to provide advice on how economic development fits in with land use planning in our region. We are hoping to work more closely with them regarding GIS as well. Director Lenze Kuiper attended their orientation for councils in December, where the South Saskatchewan Regional Plan was also mentioned.

**Moved by: Anne Marie Philipsen**

THAT the Executive Committee accept the Alberta SouthWest Regional Alliance update, as information. **CARRIED**

**(e) CPAA Conference – April 14-16, 2014 in Red Deer**

- ORRSC usually sponsors two representatives from the Executive Committee to attend the annual CPAA Conference in Red Deer. Chair Gordon Wolstenholme will take one spot and the second will be chosen at the next meeting from among those not sponsored by their own municipality. The conference agenda is not available at this time.

**Moved by: Don Anderberg**

THAT the Executive Committee accept the CPAA Conference discussion, as information.

**CARRIED**

**(f) South Saskatchewan Regional Plan – Direction from Mayors and Reeves**

- A representative from the Land Use Secretariat gave a presentation at the last Mayors and Reeves meeting regarding the Draft South Saskatchewan Regional Plan (SSRP). Discussions on the plan will close on January 15 and the majority of municipal officials at the meeting know very little about it. The Mayors and Reeves plan to send a letter to the Minister of Municipal Affairs requesting an extension for input from the municipalities until June 30. They are also asking ORRSC to review the proposed legislation and host an information session for councils to advise how it will affect municipalities.
- The Director stated that ORRSC staff provided a lot of input at the beginning of the process and believe the draft plan won't likely change much. Our focus now should be on the impact it will have on our municipalities and what steps need to be taken to implement the plan. At this point there are no regulations attached to the plan, so we will have to watch closely as the details are worked out. This topic will be discussed at the upcoming Council Planning Orientations later this month.
- Following adoption of the SSRP, all land use bylaws, municipal development plans, etc. will need to be reviewed and updated to conform to the plan. There may be an opportunity to apply for a collaboration grant through a municipality to complete this work.

**Moved by: Henry Van Hierden**

THAT the Executive Committee direct administration to give an overview of the impacts of the South Saskatchewan Regional Plan to member municipalities and what they need to do to have their bylaws and statutory plans brought up to date. **CARRIED**

**5. ACCOUNTS**

**(a) Office Accounts –**

**(i) September 2013**

5150	Staff Mileage .....	M. Burla.....	\$ 304.00
5150	Staff Mileage .....	S. Harty (Dec./12 - Sept./13).....	18.00
5151	Vehicle Gas & Maintenance .....	S. Harty (Dec./12 - Sept./13).....	15.00
5160	Staff Field Expense .....	S. Harty (Dec./12 - Sept./13).....	19.28
5150	Staff Mileage .....	S. Johnson .....	40.00
5320	General Office Supplies .....	S. Johnson .....	49.86
5350	Postage & Petty Cash .....	S. Johnson .....	94.50
5530	Coffee & Supplies .....	S. Johnson .....	15.49
5151	Vehicle Gas & Maintenance .....	Imperial Oil.....	276.17
5280	Janitorial Services .....	Madison Ave Business Services.....	425.00
5285	Building Maintenance .....	Spencer Dakin Kuiper.....	980.00
5285	Building Maintenance .....	Cam-Air Refrigeration .....	312.35
5310	Telephone .....	Bell Mobility.....	619.86
5310	Telephone .....	Telus .....	432.91
5580	Equipment & Furniture Rental .....	Telus .....	135.45
5320	General Office Supplies .....	Desjardins Credit Services .....	208.39
5380	Printing & Printing Supplies .....	Desjardins Credit Services .....	408.60
5320	General Office Supplies .....	Desjardins Credit Services .....	162.49
5570	Equipment Repairs & Maintenance .....	Desjardins Credit Services .....	148.61
5330	Dues & Subscriptions .....	AMDSP .....	1,965.00

5330	Dues & Subscriptions .....	Sunny South News .....	22.00
5380	Printing & Printing Supplies .....	Desjardins Credit Services .....	708.59
5430	Aerial Photos & Maps .....	County of Warner .....	72.00
5430	Aerial Photos & Maps .....	M.D. of Taber .....	190.48
5440	Land Titles Office .....	Minister of Finance .....	239.00
5500	Subdivision Notification .....	Lethbridge Herald .....	271.44
5531	GIS Grant .....	Blackbridge Networks .....	150.00
5531	GIS Grant .....	Pacific Alliance .....	5,750.00
5532	Assessment Review Board .....	Town of Coalhurst .....	939.96
5570	Equipment Repairs & Maintenance .....	Xerox Canada .....	860.15
5580	Equipment & Furniture Rental .....	Xerox Canada .....	748.88
5580	Equipment & Furniture Rental .....	Pitney Bowes .....	292.03
1160	GST Receivable .....	GST Receivable .....	1,165.83
		<b>TOTAL</b>	<b><u>\$18,041.32</u></b>

**(ii) October 2013**

5170	Staff Conference & Area .....	B. Brunner .....	\$ 1,027.44
	Jasper – “APPI Conference” - Oct. 6-8/13 - hotel & meals (for Bonnie & Leda)		
4140	Approval Fees .....	Huckvale Wilde .....	150.00
4140	Approval Fees .....	MPE Geomatics .....	375.00
4140	Approval Fees .....	Duncan McGregor Homes .....	150.00
5151	Vehicle Gas & Maintenance .....	Imperial Oil .....	409.46
5280	Janitorial Services .....	Madison Ave Business Services .....	425.00
5285	Building Maintenance .....	Active Lock & Safe .....	45.00
5285	Building Maintenance .....	Cam Air Refrigeration .....	394.20
5285	Building Maintenance .....	Cam Air Refrigeration .....	998.00
5285	Building Maintenance .....	Weing’s Sprinkler .....	85.00
5310	Telephone .....	Bell Mobility .....	550.23
5310	Telephone .....	Telus Communications .....	444.79
5580	Equipment & Furniture Rental .....	Telus Communications .....	135.45
5320	General Office Supplies .....	Desjardin Card Services .....	408.41
5380	Printing & Printing Supplies .....	Desjardin Card Services .....	353.55
5320	General Office Supplies .....	Desjardin Card Services .....	10.08
5380	Printing & Printing Supplies .....	Desjardin Card Services .....	284.69
5440	Land Titles Office .....	Minister of Finance .....	240.00
5470	Computer Software .....	Abacus Datagraphics .....	2,500.00
5500	Subdivision Notification .....	Claresholm Local Press .....	90.00
5500	Subdivision Notification .....	Claresholm Local Press .....	90.00
5500	Subdivision Notification .....	Lethbridge Herald .....	705.12
5531	GIS Grant .....	Stewart Weir .....	107,000.00
5532	Assessment Review Board .....	Dennis Gillespie .....	309.19
5532	Assessment Review Board .....	Ron Lagemaat .....	307.35
5532	Assessment Review Board .....	Henry Van Hierden .....	280.00
5540	Other .....	Purolator Courier .....	79.53
5580	Equipment & Furniture Rental .....	Xerox Canada .....	960.00
1160	GST Receivable .....	GST Receivable .....	5,846.75
		<b>TOTAL</b>	<b><u>\$124,654.24</u></b>

**(iii) November 2013**

5150	Staff Mileage .....	S. Croil .....	\$	53.50
5150	Staff Mileage .....	S. Johnson .....		22.50
5151	Vehicle Gas & Maintenance .....	S. Johnson .....		60.98
5320	General Office Supplies .....	S. Johnson .....		64.76
5350	Postage & Petty Cash .....	S. Johnson .....		239.96
5530	Coffee & Supplies .....	S. Johnson .....		39.96
5150	Staff Mileage .....	P. Neufeld .....		100.00
5151	Vehicle Gas & Maintenance .....	Jiffy Lube .....		146.48
5151	Vehicle Gas & Maintenance .....	Imperial Oil .....		307.78
5151	Vehicle Gas & Maintenance .....	Petty Cash (vehicle transfer & windshield liquid) .....		32.00
5320	General Office Supplies .....	Petty Cash (photo paper, cards, envelopes) .....		53.69
5520	Meetings .....	Petty Cash (juice, cookies, donuts) .....		71.40
4140	Approval Fees .....	R. Bryan Robertson .....		300.00
4140	Approval Fees .....	Martin Geomatics .....		150.00
4140	Approval Fees .....	Brown Okamura & Associates .....		75.00
5280	Janitorial Services .....	Madison Ave Business Services .....		475.00
5320	General Office Supplies .....	Madison Ave Business Services .....		24.68
5285	Building Maintenance .....	Wild Rose Horticultural .....		300.00
5285	Building Maintenance .....	Kost Fire Equipment .....		84.00
5310	Telephone .....	Bell Mobility .....		681.41
5310	Telephone .....	Telus Communications .....		419.52
5580	Equipment & Furniture Rental .....	Telus Communications .....		135.45
5320	General Office Supplies .....	Desjardins Card Services .....		11.39
5380	Printing & Printing Supplies .....	Desjardins Card Services .....		30.56
5500	Subdivision Notification .....	Desjardins Card Services .....		67.98
5520	Meetings .....	Desjardins Card Services .....		68.93
5330	Dues & Subscriptions .....	ASET .....		295.00
5350	Postage & Petty Cash .....	Postage by Phone .....		1,500.00
5380	Printing & Printing Supplies .....	Peak Vocational Services .....		90.00
5390	Graphic & Drafting Supplies .....	CIP .....		285.42
5430	Aerial Photos & Maps .....	County of Warner .....		120.00
5440	Land Titles Office .....	Minister of Finance .....		250.00
5460	Public Relations .....	Canada Post .....		53.85
5460	Public Relations .....	Steve Harty .....		150.00
5460	Public Relations .....	B. Johnson .....		300.00
5460	Public Relations .....	Pioneer Promotions .....		565.50
5480	Recruitment & Relocation .....	AUMA .....		550.00
5500	Subdivision Notification .....	Lethbridge Herald .....		705.12
5500	Subdivision Notification .....	Lethbridge Herald .....		432.15
5500	Subdivision Notification .....	TAB .....		551.55
5531	GIS Grant .....	Pacific Alliance Technologies .....		15,840.00
5540	Other .....	Purolator Courier .....		39.44
5580	Equipment & Furniture Rental .....	Xerox Canada .....		2,389.58
1160	GST Receivable .....	GST Receivable .....		1,283.24
		<b>TOTAL</b>		<b><u>\$29,417.75</u></b>

**Moved by: Anne Marie Philipsen**

THAT the Executive Committee approve the Office Accounts of September (\$18,041.32), October (\$124,654.24) and November (\$29,417.75) 2013, as presented. **CARRIED**

**(b) Financial Statements –**

**(i) January 1 - September 30, 2013**

**(ii) January 1 - October 31, 2013**

**(iii) January 1 - November 30, 2013**

- Committee members felt the large amount of accrued vacation leave needs to be addressed and offered some suggestions including: decrease staff attendance at meetings, video-conferencing, new vacation/overtime policy, etc. The Director will look into the issue further.

**Moved by: Jim Bester**

THAT the Executive Committee approve the following unaudited financial statements:

January 1 - September 30, 2013

January 1 - October 31, 2013

January 1 - November 30, 2013

**CARRIED**

**6. DIRECTOR'S REPORT**

- ORRSC staff attended all 10 SSRP meetings held in our municipalities.
- Currently replacing the old carpet in GIS with flooring we have already purchased and applying insurance money received from a previous flood toward the installation cost.
- Received an inquiry about adding engineering services – we have discussed this before and are not interested.

**Moved by:**

THAT the Executive Committee accept the verbal Director's Report, as information.

**CARRIED**

**7. EXECUTIVE REPORT**

- Committee members reported on various projects and activities in their respective municipalities.

**8. ADJOURNMENT**

**Moved by: Dave Edmonds**

THAT we adjourn the regular meeting of the Executive Committee of the Oldman River Regional Services Commission at 8:40 p.m. until Thursday, February 13, 2014 at 7:00 p.m. **CARRIED**

/bj

CHAIR:





# Chinook Country Tourist Association

Invites you our Registered Stakeholder to our:

## **ANNUAL GENERAL MEETING**

Tuesday, April 8, 2014

Doors Open at: 3:30 PM | Meeting Starts: 4:00 PM

Mix & Mingle to Follow

Casa Lethbridge

230 8th Street South, Lethbridge, Alberta

**Please RSVP by Tuesday, April 1, 2014**

**Registration Form Attached**

### **NOTICE OF BYLAW CHANGES**

*A quorum of the Registered Stakeholders must be present for this meeting and a quorum is requested by Directors and Registered Stakeholders. This means we must have at least twenty (20) Registered Stakeholders present to constitute a quorum and proceed with the meeting. Please make an effort to attend!*





# The Navigator

Issue 29 • Printed March 3, 2014

Claresholm, AB

*It was one of those March days when the sun shines hot and the wind blows cold: when it is summer in the light, and winter in the shade.*

*-Charles Dickens, Great Expectations*

The Navigator is produced to provide information to parents of our students on happenings within our school, and to share information with the community.

## GRAD UPDATE

Plans for graduation are continuing. **Grad Certificate Photos:** On the day of graduation you may have a picture taken of yourself receiving your certificate. A \$10 fee needs to be paid in advance for you to receive this picture. **Bottle Drive:** Grad bottle drive will take place on Saturday, April 26. Checkmark opportunities are limited now, so watch the announcements for opportunities to get involved. **More on Photos:** All graduating students should have turned in a baby picture to the office. Every grad should also have had a cap & gown picture taken by Ted Dawson Photographics by this time. If you have not yet had your picture taken, time is limited if you would like to have your picture ready for the yearbook. **Cap & Gown Measuring:** Measurements for your grad gown are now taking place in Mrs. McNutt's office, stop by so she can record your height.

**Grad Date:** Grad 2014 is on June 27, 2014.

## P/T INTERVIEWS COMING UP

Parent / Teacher / Student interviews will take place on Tuesday, March 18, and Thursday, March 20.

Parents can book appointment online at [www.schoolappointments.com](http://www.schoolappointments.com) beginning March 4, 2014.

## JUNIOR HIGH TRAVEL GROUP

The Jr High Travel Club will be having their Parent / Traveller's meeting on Tuesday, March 18 at 7:30 pm (after the 3-way conferences). Please be sure to attend as travellers will get their jackets then! We will be discussing details of our trip, emergency call out procedures, getting to the airport, travel etiquette and how "The WCCHS Amazing Race" will work!

## WE CREATE CHANGE Campaign

In March, the WE CREATE CHANGE group will be spearheading a campaign to raise \$\$ for students in parts of the world who do not have access to education! Students will be encouraged to donate their change so our school can buy bricks to build schools! Posters will be up and more info will follow in the announcements in early March!



## DAYLIGHT SAVINGS - March 9

Daylight Saving Time – often referred to as "Summer Time", "DST" or "Daylight Savings Time" – is a way of making better use of the daylight in the evenings by setting the clocks forward one hour during the longer days of summer, and back again in the fall. The clock moves ahead (= losing one hour) in the spring when DST starts, and falls back one hour (= gaining one hour) when DST ends in the fall. To remember which way the clock goes, keep in mind one of these sayings: "spring forward, fall back" or "spring ahead, fall behind."



News and information for the parents of Willow Creek Composite High School students, and the communities which make our school successful!

## INSIDE THIS ISSUE:

- We Create Change
- Grad Update
- Sports Update
- School Council
- March 2014 Calendar
- P/T Interviews
- LRSD Satisfaction Surveys

## REMINDER!

The drive through in front of the school is a **ONE WAY** from East to West.

**ONE WAY** 

## FROM THE PRINCIPAL: Dave Adams



Welcome to the month of March where our thoughts start to think about the new beginnings that come with the arrival of Spring.

Fresh starts and new beginnings are perfect ways for all members of our learning community to embrace the second semester as we are about a month into new courses. We are pleased to report that generally we are seeing good efforts from our students in their studies, and hope to see this trend continue. We have Parent Teacher Interviews scheduled later this month and encourage all parents to come in to meet with the talented staff so we can continue to work together on student success.

We thank all who help support our Willow Creek Composite High School motto of "Pride in Performance" as part of the everyday life here at the school. At the school, we have introduced national pride in our wonderful country of Canada as we have started to have student-led singing of the National Anthem on Monday mornings (and we have some TALENTED students). The staff has also put great effort into getting students on time and on task in the classrooms to maximize their learning opportunities thus we hope to see a reduction in the amount of students who are late to class.

We also find our basketball teams rolling into "March Madness" of playoffs that will occur in the next few weeks. Congratulations to our teams on their successful seasons thus far, and best of luck in the upcoming playoffs. We are excited to have the opportunity to host both the Junior High A Girls Post Season Tournament and the Junior High Boys Zone Championships. GO COBRAS and MAVERICKS!

We appreciate your support of the school, and are fortunate to have such a positive working relationship between all members of our learning community. Many thanks to all!

~ Dave Adams

## SPORTS UPDATES

### Basketball:

The High School Cobras wrap up the regular season March 5 with the boys hosting Stirling. On March 7-8, the JV teams are in Stirling for the league post season tournament. On March 11-15, the senior teams

have Zone play-offs at Lethbridge College.

The Junior High Post Season tournaments were held over the cold weekend February 28-March 1. The 'B' Girls won the consolation final; the 'A' Boys won the Bronze medal game; 'B' Boys won silver; and the A Girls won Gold. The 'A' teams are now going to represent Livingstone Range East at zones on March 7-8. The 'A' Boys will be hosting the 3J Zone tournament at WCCHS and the girls are at Immanuel Christian. Congratulations to all our players and coaches. Thanks to all parents and fans for their support this season.

**Badminton:** High School Badminton has already started practicing and Junior High will start the week of March 10. Check the announcements for practice times.

**Curling:** Congratulations to our Bronze Medal winners at Zones!

## SCHOOL COUNCIL

At our February meeting, we welcomed our new principal, Mr. Dave Adams. A presentation by Chad Kuzyk, LRSD's Technology Director, regarding Digital Citizenship and how it is integrated into different subject areas in our school was very informative and discusses where we are now and what it might possibly look like in the future. Two important topics to note were the discussion of the LRSD Instructional School Fees and communication between the School and Parents. We will definitely be chatting more about school fees in the upcoming months!

We want to hear from you about how you would like to receive communication from the school. Twitter? Facebook? Email? Do you look at the website? What do you like and what is most convenient for you? We will be asking parents what

their preferred communication is later in the month!

*"...effective communication requires more than an exchange of information. When done right, communication fosters understanding, strengthens relationships, improves teamwork, and builds trust."*

—Liz Papadopoulou

Our meetings start at 6:30 pm. If you have any questions do not hesitate to call Ruth Lindquist at 403-625-3123.

Remember, all parents are welcome to attend!

## INTERNATIONAL TRAVEL GROUP

The International Travel Study group is going to Greece this year. We leave April 11, returning on the 21, with 26 students. We have a Parent info meeting on Thursday, March 6 at 7:00 pm in room 110. Please remember to bring your passport.

## FACES

FACES is a Livingstone Range School Division program is a 2-week summer adventure, follow-up project work through that summer and fall, and a culminating overnight retreat. Upon completion, students receive a total of 15 credits for FACES 15, FACES 25, and FACES 35 (5 credits per course). These courses are locally developed courses, recognized by Alberta Education, and count toward earning an Alberta High School Diploma. A FACES presentation will take place on March 6 at 10 am in the library. It is for all grade 9 students and their parents are welcome to attend.

What do you get when you cross poison ivy with a four leaf clover?



A rash of good luck.

## LIBRARY NEWS

The WCCHS Library is a physical space, but it is also a virtual space! The Library webpage is continually evolving to provide you with educational and recreational materials to support you in your learning. The homepage consists of a number of resources including links to the library catalog, free e-books, reader advisory services, and curriculum support materials in math, science, social, language arts, and more! Access the Library virtually at <http://www.lrsd.ab.ca/school/willow-creek/ProgramsServicesAndForms/Library/Pages/default.aspx>.

## Claresholm Minor Baseball now ACCEPTING REGISTRATIONS!

Forms to register are available at [www.claresholmbaseball.com](http://www.claresholmbaseball.com). Register in person March 3 & 4 at WCCHS, or March 27 & April 1 at WMES. Note: If you will be on a travelling team this year (minors and older), you will need to be registered by April 15 at the latest!

## FCSS PARENTING WORKSHOPS

Claresholm FCSS will be holding the following workshops for parents:

**Managing Fighting & Aggression** - March 4 from 6:30 - 8:00 pm.

**Friends, Peer Relationships and Your Teenager** - March 18 from 6:30 - 8:00 pm

**Managing Rude & Disrespectful Behaviour in your Teenager:** March 25 from 6:30 - 8:00 pm.

All sessions will be held at the Claresholm United Church. Please call FCSS for more information at 403-625-4417.

## TRUSTEES

Ward 1 trustees are John McKee ([mckeejo@lrsd.ab.ca](mailto:mckeejo@lrsd.ab.ca)) and Bradley Toone ([tooneb@lrsd.ab.ca](mailto:tooneb@lrsd.ab.ca)). Please feel free to speak with them about any concerns you may have.

## UPCOMING DATES TO NOTE

Grade 10 Information Meeting (7 pm)	March 6
International Travel Club Parent Meeting	March 6
Clocks move ahead	March 9
Junior High Travel Group Meeting	March 18
Parent Teacher Interviews	March 18 & 20
No School for Junior High	March 20
School Council Meeting (6:30 pm)	March 20
No School for all Students	March 21
Grad Bottle Drive	April 26
Prom 2014	May 9
Grad 2014	June 27

## LRSD SATISFACTION SURVEYS

LRSD Satisfaction Surveys are done to gather information from students, staff and parents about the level of satisfaction with the delivery of education within the Division. Surveys will be open from March 5 to April 10, 2014. Parents can call in for a key code or they can get it at Parent/Teacher interviews. The link will be on the front page of the LRSD website [www.lrsd.ab.ca](http://www.lrsd.ab.ca) under "Links" on the bottom right hand side, or check it out here: <http://lrsd.netscaffold.com>

Introducing  
PowerSchool  
Mobile Apps



## CALLING ALL CRIB PLAYERS!

Enjoy playing crib?

Join the group of students who play against some of the best... our seniors!

Wednesdays, 4 - 5 pm at the Willow Creek Continuing Care Centre, Claresholm.

Call 403-625-8632 for more info

## GIFT CARD FUNDRAISER

Buy GIFT CARDS through WCCHS (in partnership with West Meadow Elementary School) for everyday purchases, to give as gifts for birthdays or the holidays, or for your business needs. Up to 15% of your everyday purchases will be automatically donated back to WCCHS student activities!

Visit [www.fundscrip.com/retailers](http://www.fundscrip.com/retailers) for the list of participating retailers. Contact the office for further details.



## Reminder

to all students that there is to be **NO SMOKING** within sight of the school. Students who are caught smoking will be issued a ticket by the RCMP. WCCHS does not support underage smoking in any location.

# COMMUNITY SOCCER

## WILLOW CREEK SOCCER LEAGUE

### Registration (Up to U14)

Join us on Thursday, March 13 at 6:30 pm at the Claresholm Public Library, or Thursday, March 27 from 3:30-7:30 pm at West Meadow Elementary School.

Our season starts April 29, 2014. Tournaments are already set up with Fort Macleod and Nanton!



Join in today!

# Yearbook It!

**YEARBOOKS NOW ON SALE!**  
\$40 each  
Make your payment at the office



## MARCH 2014

**WCCHS Alumni?**  
Register your information at  
[www.wcchsalumni.com](http://www.wcchsalumni.com)



Willow Creek Composite High School Alumni Association



@wcchsalumni

### HOW TO REACH US

Main Phone 403-625-3387  
website: [www.lrsd.ab.ca/schools/willowcreek](http://www.lrsd.ab.ca/schools/willowcreek)  
email: [AdmasD@lrsd.ab.ca](mailto:AdmasD@lrsd.ab.ca)  
News to add? [dofsteel@shaw.ca](mailto:dofsteel@shaw.ca)

IS YOUR CHILD ABSENT FROM SCHOOL?

Call the school  
**403-625-3387**  
to let us know!



Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3 Claresholm Minor Baseball Registration at WCCHS	4	5 LRS D Satisfaction Surveys are out! Get your code at the office!	6 FACES Meeting (10 am) Info Meeting for Students entering Grade 10 next year 7 pm	7 JH Boys ZONES Basketball Tournament @WCCHS	8
9 DAYLIGHT SAVING TIME Move clocks ahead!	10	11	12	13 Community Soccer Registration at Claresholm Library	14	15
16	17 KEEP CALM AND PINCH ON	18 P/T Interviews 4:30 - 7:30 pm	19	20 NO SCHOOL FOR Junior High STUDENTS P/T Interviews School Council 6:30 Sports Society 8 pm	21 NO SCHOOL FOR ALL STUDENTS	22
23	24 Have you completed your LRS D Satisfaction survey yet? Get your code at the office!	25	26	27 Community Soccer & Baseball Registration at WMES	28	29
30	31					

# PRIDE IN PERFORMANCE

Willow Creek Composite High School • Grades 7-12

P.O. Box 219 • 5318 - 2nd St. W., Claresholm, AB T0L 0T0 • Phone: 403-625-3387 • Fax: 403-625-3289 • [www.lrsd.ab.ca/school/willowcreek](http://www.lrsd.ab.ca/school/willowcreek)

Having trouble viewing this email? [Click here](#)



# OLDMAN WATERSHED COUNCIL

February 2014 Newsletter



Photo by Van Christou - "Migrating White Swans" - Twin Butte, Alberta

[What's Happening at the OWC](#)

[Upcoming Events and Recent Activities](#)

[OWC Volunteer Opportunities](#)

[Greetings!](#)

[On the Fundraising Front](#)

[Moving to Action with the Headwaters Action Plan!](#)

[We'd Love to Hear from You](#)

[Events and Activities in the Basin](#)

[Your Input is Needed!](#)

[2014 Conferences & Courses](#)

We are all  
dependent  
on one another,  
every soul of us  
on earth.

- George Bernard Shaw

[Nominations and Funding Opportunities](#)

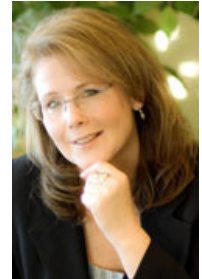
[Job Postings](#)



## OWC welcomes Anna!

Anna Garleff is our new Communications Coordinator who will be working with OWC over the next 8 months to increase our profile in the community, train ambassadors to help us achieve our goals and increase the number of people participating in our programs.

Anna has lots of experience with communications, training and facilitating and we know she will be a huge asset to OWC!





The OWC's  
Prairie Urban Garden Committee presents:

## *Xeriscape Your Yard Workshop*

Saturday, March 8th, 2014



Cost: \$60

Time: 9am - 4:30pm

Where: Lethbridge College  
(details will be sent to all registrants)

Contact: Leta Pezderic  
403-381-5801 or  
leta@oldmanbasin.org



The workshop will feature a combination of lecture, discussion and hands-on skills while incorporating the 7 principles of xeriscape into your design. Learn how to assess soils and the best plants to use in different areas of your yard, based on the aspect, slope, drainage, and full sunlight hours they would receive.

Register at: [www.oldmanbasin.org](http://www.oldmanbasin.org)

*\*Note: only 15 spots so register soon!!!*

[Get more information on the workshop](#)

[Register Now!](#)



# Holding the Reins

## Landowners Summit for the Oldman Watershed

### “The Best One Yet!!”



“The best one yet!!!” that was a comment among many who attended this year’s Holding the Reins, on Tuesday February 11, 2014. Over a hundred people filled the Fort Macleod Community Hall, all eager to learn more about the watershed.



Landowners and Stewardship Groups told their stories of the work they are doing to improve the water, the land and everything that depends on it. And for the landowners that couldn’t be there in person to tell their stories, we had Norine Ambrose with Cows and Fish deliver those personal experiences through Digital Stories.



With the theme of this year’s Holding the Reins being *Planning for the Future* we couldn’t have had a better keynote than Dr. Brad Stelfox. Through the use of the ALCES modelling Dr. Stelfox gave us a glimpse into the future of the Oldman watershed. This “glimpse” forced us to ask some tough questions about land use in the basin and what our future holds. The afternoon panel session touched on some of those tough issues that face this basin going into the future.

The release of the draft South Saskatchewan Regional Plan; the OWC’s Headwaters Action Plan; Growing Forward 2 – Watershed Component; and Aquatic Invasives were all topics of the afternoon, and all were met with good questions and great discussion from audience members – it is always encouraging seeing how many people are concerned in our basin!!

A big thank you goes out to the Rural Team for helping organize the event and to our major sponsor, Alberta Beef Producers. We couldn’t continue to put on such a successful event without your support. We’d also like to thank other sponsors including Farm Credit Canada, Kasko Cattle, as well as our advertising sponsors, Alberta Farmer Express, The Western Producer and Prairie Post. And a special shout out to Denise Pezderic, who donated her photo to be raffled off for the Watershed Legacy Program, which ended up bringing in \$232.00 – the winner was Neil Wilson!! Thank you!!



Photos by: Denise Pezderic

## OWC Volunteer Opportunities





**Come join our volunteer team for the Prairie Urban Garden booth at the Home & Garden Show on March 12 - 15!**

Perks include a free pass to the show and free outreach training at a workshop to be held on Thursday, March 6. Tell us your availability during the show by registering at [this link](#) or contact Leta 403-381-5801, [leta@oldmanbasin.org](mailto:leta@oldmanbasin.org).



Greetings!

- Anna Garleff, OWC Communications Coordinator

Greetings from the new OWC Communications Coordinator!

I am thrilled to be part of the OWC team - they are all powerhouses in their own right - but together, their accomplishments are truly impressive.

One of the things I have been tasked with is putting together a "Communications and Outreach Team". This is my opportunity to invite you to get in touch with me and let me know what ideas you have for making our watershed even better.

**I am looking for enthusiastic people of any age, experience or skill set - anyone who would like to increase the momentum behind OWC's activities.**

Some important tasks for volunteers are:

- Fundraising campaigns, ideas and activities
- Teaching both children and adults
- Helping with the booth at trade fairs and exhibitions
- Using art, poetry and song to celebrate our watershed
- Coordinating our photo and video library
- Creating and posting You Tube clips
- Shining up our online presence (let's hear from you, IT whizzes!)
- Your ideas?!

You can help out for a couple of hours or make a project your own.

Please send me your contact details and I will give you a call as soon as my new office phone is installed!

I really look forward to meeting you.

**Email me at: [anna@oldmanbasin.org](mailto:anna@oldmanbasin.org)**

Anna Garleff  
OWC Communications Coordinator



On the Friendraising Front

- Andrea Vaxvick, OWC Planning Manager

## \$232 Raised for Watershed Legacy Program at Holding the Reins!

A big shout out to everyone who participated in the raffle for the [Watershed Legacy Program](#) (WLP) at Holding the Reins last Tuesday! Thank you for your support for this amazing program that, for example, helps landowners install a fence or off-stream watering site to keep cattle out of waterways to protect water quality.



Photo credit: Denise Pezderic

The photo at right, printed, framed and donated to the OWC by Denise Pezderic, 2 OWC photo contest calendars and 2 OWC mugs, handcrafted by Spirits of the Creek out of Crowsnest Pass were part of the amazing prize package that Neil Wilson

(congratulations Neil!) won for the raffle that

generated \$232 for the WLP. Denise won the 2014

photo calendar contest with this lovely pic and with her winnings framed and donated the picture back to us to use for fundraising - now that's paying it forward! Thank you Denise and thank you to everyone who is involved in raising awareness about and improving the health of our watershed - whether by attending and participating in our events, volunteering or donating - [being involved](#) - together we make a difference and you are all so much appreciated.



Moving to Action with the Headwaters Action Plan  
- Connie Simmons, OWC Planning Manager

The Partnership Advisory Network (PAN) has selected these 4 actions out of the plan to work on over the next 2 years:

1. **Classify linear features** (roads, trails, pipelines, etc.) according to their environmental impact and priority for restoration.
2. Complete a fine-scale **cumulative effects assessment** of fish populations and habitat streams to determine what is causing a decline in native fish populations.
3. Help implement the **Stop Aquatic Hitchhikers education and awareness program** that aims to prevent aquatic invasive species from entering Alberta.
4. Explore **recreation user fees** to fund enforcement, education and stewardship projects.

In addition to these priority actions, PAN participants also saw **awareness and education** related to headwaters health as an important foundation during the first 2 years of implementation.

There is now a Headwaters Action Plan Steering Committee (HAP-SC) to guide implementation, evaluation and communication. There are 9 members (and confirmation pending for 2 additional members). 6 sectors are represented: Agriculture/land-owners; Recreation; Industry; Municipal Government; Provincial Government; Non-Government organizations. They will create a Terms of Reference for their work; an implementation strategy for the priority actions; communication with the greater PAN group and the public; and monitor, evaluate and report on the implementation progress of the Headwaters Action Plan 2013-14.



**Partnership Advisory Network members prioritizing actions - January 31, 2104**

### Next Steps

- The Headwaters Action Plan 2013-14 has been submitted to the Government of Alberta in February 2014 for their consideration and integration with the South Saskatchewan Regional Plan.
- The Headwaters Action Plan Steering Committee will meet in April-May 2014 to develop a step-by-step strategy to implement priority actions, with the expectation of measurable on-the-ground outcomes in the first year of action (April 2014-March 2015).

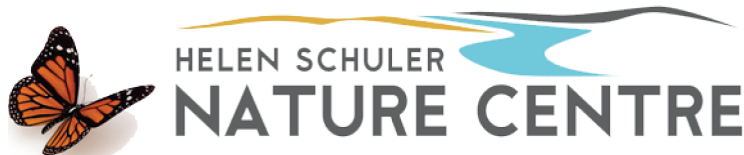
For more information please contact Connie Simmons, Planning Manager, Oldman Watershed Council at [connie@oldmanbasin.org](mailto:connie@oldmanbasin.org)



If you are aware of events and activities happening in and around your community that relates to our watershed, please send me an [email](#) so that we can include them in our monthly E-Newsletter. It is emailed monthly around the 15th, please have your information to me one week before.

## Events and Activities in the Basin

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- **Helen Schuler Nature Centre Grand Re-Opening!**  
**Thursday, Feb 27 - Saturday, March 1**  
Music, face painting, magician and events for the entire family! Click on the links below for details, come and join the celebration!  
[Full Schedule of Events](#)  
[Kid's Activities](#) and [Re-Model Your T-Shirt](#)
- **Open Houses, Workshops and Information Sessions** are being held across the province to provide input on the revision of the Municipal Government Act.

[Click here](#) for the consultation dates in your area.

- **Students - build a wind turbine and test it in a real wind tunnel!** Students in Grades 9-12 will build, test and explore wind turbines. Participate or come to watch the **4th Canadian BMO KidWind Challenge** on April 29 from 9 am to noon, in conjunction with Aggie Days at Exhibition Park.

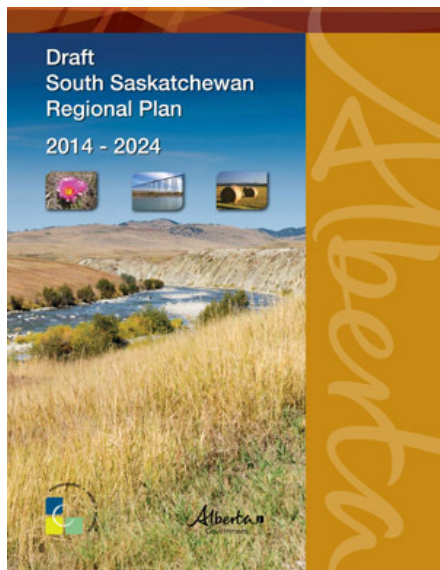
For more info or to register, [click here](#).

Watch the video clip to see what kids are saying about the KidWind Challenge.



### Kids and Wind Power: The KidWind Challenge

## Your Input is Needed!



**Last few weeks to submit your feedback on the SSRP! Deadline for submission is February 28, 2014.**

This plan is a comprehensive response to the important challenges we face in southern Alberta and we have heard from Albertans they would like more time to study the draft and provide their feedback. You may provide your feedback through our online workbook, available at [www.landuse.alberta.ca](http://www.landuse.alberta.ca)

All Albertans have a voice in the development of regional plans and the government is committed to hearing from as many people as possible. It is still our intent to release the South Saskatchewan Regional Plan in the spring of 2014.

## 2014 Conferences and Courses

### Crown Managers Partnership Forum

#### "Climate Change Adaptation in the Crown of the Continent Ecosystem"

March 17-19, 2014, Missoula, Montana (University of Missoula)

[Click here](#) for more information or to register.

### CWRA Alberta Branch Annual Conference

#### 2013 Alberta Floods: The Rains, Response, Recovery & Resiliency

March 23-25, 2014, Calgary, AB

Over 30 presenters will speak on topics including the science behind the disaster, flood management policies and practice, lessons learned, plans moving forward, and a variety of technical and practical applications. For conference details, [click here](#). Conference proceeds will be donated to Samaritan's Purse, a charitable organization actively involved in flood recovery in Alberta and around the world.

The CWRA is also offering two HEC-RAS Modeling Workshops, March 21st - 23rd, just before their conference in Calgary: a two-day session focussing on steady flow applications, and a one-day workshop on unsteady flow. Participants may wish to take both workshops consecutively. For more details and registration information, [click here](#).

## **Alberta Wetlands: From Classification to Policy Workshop**

**March 26, Calgary** (following the annual CWRA Alberta Conference)

For more details and registration information for this workshop, visit [this website](#).

## **Earth Matters Environmental Education Conference**

**April 24 - 26, 2014, Canmore**



A conference to help you develop your community of practice - and explore how the Earth Matters to you. Featuring keynote speakers

Ziya Tong, Daily Planet co-host  
and Gordon Stenhouse, Grizzly bear expert

Join us this Spring in the Rocky Mountains! We'll provide inspirational speakers, relevant workshops, and help you develop your community of practice as you explore how the Earth Matters to you.

Register: <http://abcee.org/conference>

Questions? Email [conference@abcee.org](mailto:conference@abcee.org) or phone 403-831-8638

## **Land Use 2014**

**May 7 and 8, 2014 in Edmonton**

**hosted by Alberta Land Institute at the University of Alberta**

Registration is now open - for more information [click here](#).

## **June 24 - 25 2014 - Save the date!**

**Alberta Water Council** presents a symposium, "Re-refresh: The Confluence of Ideas and Opportunities on Water Reuse," at Hotel Arts, Calgary. For details, please visit

<http://www.awcreusesymposium.ca/>.

# **Nominations and Funding Opportunities**

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The Alberta Emerald Foundation has opened nominations for the 23rd annual Emerald Awards. Nominations will be accepted until February 28. Nominate yourself or someone you know for an award! Nominations can be made in one of ten categories. For details, visit <http://emerald.foundation.ca/>.

The Watershed Stewardship Grant Program is back! This year Watershed Stewardship Groups can apply for up to \$10,000! And up to 100% of the total WSG funding received can be used to cover the cost of eligible capital purchases. The application deadline is March 1st. [Click here](#) for details.

# **Job Postings**

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## **Nature Conservancy of Canada job postings**

Cardston Posting: Deadline Feb. 23, 2014

Red Deer/Central Alberta Posting: Deadline Feb. 23, 2014

Waterton Park Front Posting: Deadline Feb. 23, 2014

Medicine Hat Posting: Deadline Feb. 28, 2014

For more information on these and other postings, [click here](#).

**Friends of Fish Creek Provincial Park Society** is looking for an individual or group to analyze seven years of Fish Creek water quality data and produce a high-quality report highlighting trends and recommendations. This is a good opportunity for a post-graduate student or water quality professional. Compensation possibilities include stipend, honorarium, sponsorship or other mutually beneficial arrangement. Those interested in this project are asked to contact Katie Pearson (403) 238-3841 or [katie@friendsoffishcreek.org](mailto:katie@friendsoffishcreek.org). Please see the [attached poster](#) for details.

**Cows and Fish** is currently looking to fill two or three positions to collect and interpret riparian health inventory data. Riparian Resource Analyst (full-time, year-round) and Riparian Resource Technician (full-time, seasonal) positions are available. The application deadline is February 21st. Please see the [attached job posting](#) for details.

**Farming Smarter**, the largest regionally-focused producer organization in Canada, is seeking a Research Agronomist able to manage an array of projects and conduct field trials including seeding, spraying and harvest. Application deadline is March 15th. Please see the [attached posting](#) for details.

The **City of Calgary's** Water Resources/Resource Planning and Policy Team is seeking a Watershed Engineer responsible for the development of plans and projects that support the Water Utilities water management plans, including the water efficiency plan and Stormwater Management Policy. Closing date is February 26th. Please see the [attached job posting](#) for details.

The **Alberta Conservation Association's** grant programs annually support a variety of small and large projects that benefit Alberta's wildlife and fish populations, as well as the habitat they depend on. For details on their 2014-15 programs, please visit [this site](#).

[Forward this email](#)



Try it FREE today.

This email was sent to karine@townofclaresholm.com by [bev@oldmanbasin.org](mailto:bev@oldmanbasin.org) | [Update Profile/Email Address](#) | Instant removal with [SafeUnsubscribe™](#) | [Privacy Policy](#).

Oldman Watershed Council | 100, 5401 - 1st Avenue South | Lethbridge | Alberta | T1K 4V6 | Canada

**CLARESHOLM AND DISTRICT TRANSPORTATION SOCIETY**  
**Board of Directors, February 21, 2014**

**ATTENDEES:** Neil Ohler – Lay Representative  
Howard Paulsen - Lay Representative  
Mike McAlonan– Town of Claresholm  
Brydon Saunders – Lay Representative  
Sandra Young - Wandering Willows  
Lyal O’Neill – Office Coordinator  
Bob Thompson – Claresholm Seniors Center

**REGRETS:**  
Vacant – Town of Granum  
Earl Hemmaway – M.D. of Willow Creek

Howard Paulsen, Chair called the meeting to order at 10:05am.

**1.0 APPROVAL OF ADDITIONS TO AGENDA**

Moved by Mike McAlonan to accept the agenda. Carried.

**2.0 APPROVAL OF MINUTES**

Moved by Mike McAlonan to accept the minutes of the meeting held  
**January 10, 2014.** Carried

**3.0 BUSINESS ARISING**

1. News media – email requests to Elisha, Global News and Darrel Janz, CTV.
2. Expanded Medical Services, we now have 2, possible 3 EMR’s, EMT’s, on our casual list and have notified the area hospitals including High River & Vulcan. Lyal will set up meetings with the Managers of these hospitals to promote our expanded services.

**4.0 CORRESPONDENCE**

1. Lethbridge College invitation to a Dinner presentation March 25

**REPORTS**

2. Financial Report – Growth of 7.9%, casino funds should come in March, Moved by Lyal O’Neill to accept the financial report. Carried.
3. Office Coordinator Report- We have experienced a big jump in usage from Stavely of 82 trips this year, almost 10% which is very significant! Although this may be exceptional usage, it does show how the need can move across the region. Moved by Lyal O’Neill to accept the report. Carried.
4. Advertising & Fundraising – Funds raised YTD \$16,675
5. Chairman’s report. Things are going good..stop in for signing meetings... Everyone enjoyed our January dinner.

## **5.0 NEW BUSINESS**

1. Brydon Saunders moved that we send a letter to the Chamber bringing to their attention the lack of wheelchair access to some Client services in town. Carried.
2. Cancer Radiation WARNINGS! Lyal will find out more information from the radiation clinic.
3. Amending of Proceeds CIP Grant \$35,000 . Lyal will draft Amendment of Proceeds requesting we use our remaining grant for the purchase/replacement of wheelchair accessible vans.
4. Bob Thompson moved that we increase fares by 5% annually on April 1 of each year commencing April 1, 2014. Carried.
5. CFL Endowment Fund and personal stories. Lyal will check with the local banks to see if this service is available?
6. Sandra Young moved that we write-off bad accounts total \$676
7. Mike McAlonan moved that we send out the annual invoice to PHL Go-Getters with an increase of 5%. Carried
8. Brydon Saunders raised a concern with regards to our services being used for “shopping purposes”, for the disabled.

**NEXT MEETING is on March 21, 2014, 10:00 at WCCCC**

**6.0** The meeting was adjourned at 11:30 by Brydon Saunders

cc. Town of Claresholm

MD

WCCCC

Laurie Watt

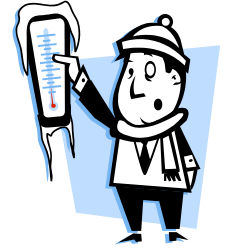
CGH

Tracy Mitchell



# Alberta SouthWest Bulletin March 2014

## Regional Economic Development Alliance (REDA) Update



- The March 5 meeting of the AlbertaSW Board was held at the Piikani Elders Center in Brocket. Elders Board President Wilfred McDougall and Elders Rosaline Crowshoe, Bettyann Little Wolf and Thomas Yellowhorn joined the meeting. We look forward to opportunities for future collaboration.
- The Board approved developing a contract for services with Ventus Development Services and Taylor Warwick Consulting Limited who submitted a joint proposal to research and develop a plan for added broadband capacity in the AlbertaSW region. A steering committee of Board and community representatives will help to guide this project.
- **“Bringing Investment Home”** describes a series of workshops initiated by Community Futures (CF) Alberta Southwest, in partnership with CF Crowsnest Pass and AlbertaSW.



The upcoming dates and sessions will be at the Heritage Inn - Pincher Creek

1. **Friday, March 14, 2014** (all day) - “Building Investment Capacity”
2. **Wednesday, April 2, 2014** (half day) - “Understanding Your Local and Regional Assets”
3. **Friday, May 2, 2014** (half day) - “Creating Effective Partnerships to Handle Site Selectors”

To attend, RSVP to James Tessier, CF Alberta Southwest [James@cfabsw.com](mailto:James@cfabsw.com) 403 627-3020 ext. 221

- Larry Simpson, Associate Regional Vice President and Director Strategic Philanthropy and Conservation, Alberta Region, Nature Conservancy of Canada (NCC), made a presentation regarding the goals and achievements and positive impacts of that organization.
- Bob Dyrda is working with our colleagues in Alberta, BC and Montana to review and update all the content on the Crown of the Continent mapguide and website. This is preparation for working with National Geographic to reprint the mapguide in a new format for this spring.
- Reminder: In spite of the weather, spring and summer will come soon enough! Encourage your community organizations to update their information on the AlbertaSW on-line events calendar. Please call the AlbertaSW office if you need information or assistance with this process!

### UPCOMING:

- ❖ Annual Economic Developers Alberta (EDA) Conference 2014, Kananaskis Country AB  
Wednesday April 9, 2014 - Friday April 11, 2014 Delta Hotel
- ❖ Alberta SouthWest Annual General Meeting Wednesday June 4, 2014, Waterton Lakes AB
- ❖ 5th Annual Crown Roundtable Conference, Waterton Lakes AB  
Wednesday September 10, 2014 - Friday September 12, 2014
- ❖ 46th Annual Economic Developers Association of Canada (EDAC) Conference, Calgary AB  
Saturday September 27-30, 2014 - Tuesday September 30, 2014

REMEMBER TO POST YOUR UPCOMING SUMMER EVENTS!!

[WWW.ALBERTASOUTHWEST.COM/EVENT\\_CALENDAR](http://WWW.ALBERTASOUTHWEST.COM/EVENT_CALENDAR)

Alberta SouthWest  
Box 1041  
Pincher Creek AB T0K 1W0  
403-627-3373 or 1-888-627-3373  
[bev@albertasouthwest.com](mailto:bev@albertasouthwest.com)  
[bob@albertasouthwest.com](mailto:bob@albertasouthwest.com)



# Alberta SouthWest Regional Alliance

## Minutes of the Board of Directors Meeting

Wednesday February 5, 2014  
Heritage Inn - Pincher Creek



### Board Representatives

Lloyd Kearl, Cardston County  
Barney Reeves, Waterton Lakes  
Tammy Rubbelke, Pincher Creek  
Jordan Koch, Glenwood  
Rene Gendre, Fort Macleod  
Blair Painter, Crowsnest Pass  
Maryanne Sandberg, MD Willow Creek  
Shelley Ford, Claresholm  
Garry Marchuk, MD Pincher Creek  
Dennis Gillespie, Stavely

### Piikani Nation Elders

Gilbert Provost  
Bettyann Little Wolf  
Rosaline Crowshoe

### Resource Representatives

Kathy Wiebe, Executive Assistant, MD Ranchland  
Greg Brkich, CAO, MD Ranchland  
Kristofor Jensen, CDO, Waterton Lakes  
Clara Yagos, Trustee, LRSD  
Leah Wack, Lethbridge College  
Natalie Gibson, Economic Developers Alberta,  
Carolyn Guichon, Innovisions and Associates  
Dan Crawford, Community Builders  
James Van Leeuwen, Ventus Development Services  
James Tessier, Community Futures Alberta Southwest  
Lenze Kuiper, ORRSC  
Bob Dyrda, Communications Coordinator, AlbertaSW  
Bev Thornton, Executive Director, AlbertaSW

1. Welcome and Introductions
2. Approval of Agenda  
Bev Thornton asked that Directors Insurance be inserted as item #5.  
Moved by Barney Reeves THAT the agenda be approved as amended.  
**Carried.** [2014-02-357]
3. Approval of Minutes  
Moved by Shelley Ford THAT the minutes of December 4, 2013 be approved as presented.  
**Carried.** [2014-02-358]
4. Approval of Cheque Register  
Moved by Maryanne Sandberg THAT cheques #1344 to #1403 be approved as presented.  
**Carried.** [2014-02-359]
5. Approval of Directors Insurance Policy  
Moved by Tammy Rubbelke THAT the Directors and Officers insurance policy be renewed with Jubilee Insurance Agencies.  
**Carried.** [2014-02-360]
6. Presentation by James Van Leeuwen: Broadband in AlbertaSW  
As a result of the informative presentation, consensus THAT Bev and Bob follow up with Ventus Development Services and bring forward a proposed process at the next Board meeting.
7. SSRP input deadline extended to February 28, 2014.  
Barney Reeves spoke to items in the draft document that impact on tourism and economic development, as a note to any communities that may be providing further commentary.

8. Operations update: third quarter      Bev provided a summary of expenditures in each Core Business of the 2013-2014 Operations Plan. Projects and budget are on track to be completed by fiscal year end.
9. Project updates      ⇒Canadian Geographic Travel Magazine  
 AlbertaSW has partnered with Castle Mountain, Alberta Historic Sites and Heritage Inns to put a full page ad in the upcoming issue that feature only Alberta content. This opportunity was arranged by Travel Alberta.  
 ⇒13 WAYS Community Audits  
 The pilot process is in development. Copies of the book have been sent to each community. Call Bev if you need extra copies.  
 ⇒Crown of the Continent mapguide reprint  
 Bob is working with staff in Montana to review and update map and website content in preparation for the reprint. Travel Alberta is covering the AlbertaSW share of these costs.  
 ⇒SouthWest Invest and FDI  
 In partnership with the Community Futures offices, a series of training workshops will be the first step toward investment attraction strategy plans for the region and the communities. Workshops will be scheduled March-April 2014.
10. Communications Coordinator Report      Accepted as information.
11. Executive Director Report      Accepted as information.
12. Roundtable updates      AlbertaSW is very pleased to have Piikani Elders join the meeting. We welcome the opportunity for further conversation and collaboration between our communities.
13. Board Meetings:  
 March 5, 2014  
 April 2, 2014  
 May 7, 2014  
 June 4, 2014 – Waterton Lakes      Bev and Barney will check on availability of venue to hold AGM in Waterton Lakes.
14. Adjournment      Moved by Garry Marchuk THAT the meeting be adjourned.  
**Carried.** [2014-02-361]

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Chair

Date

**Approved March 5, 2014**

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Secretary/Treasurer

Date



# MUNICIPAL PLANNING COMMISSION MINUTES

**February 7<sup>th</sup>, 2014**

**Town of Claresholm – Council Chambers**

**Attendees:**

1. Rob Steel - Mayor (Chairperson)
2. Shelley Ford – Council Member
3. Sharon Duncan - Member-at-Large
4. Lyl O'Neill - Council Member (Vice-Chairperson) – Entered the Meeting While in Progress

**Regrets:** Grant Jordan - Member-at-Large

**Staff:** Jeff Gibeau - Manager of Regulatory & Property Services (Secretary to the Municipal Planning Commission)  
Jeff Doherty - Development Officer  
Tara VanDellen – RPS Assistant

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**8:40 a.m.**

**Call to Order /Adoption of Agenda**

- Addition of Delegation; Ken Rohl and Dan Smith

**Motion to adopt  
the Agenda  
as amended  
by Sharon Duncan**

**CARRIED**

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**Adoption of Minutes**

- December 6, 2013

**Motion to adopt  
the Meeting Minutes  
by Councillor Ford**

**Seconded by  
Sharon Duncan  
CARRIED**

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**Item 1:  
Delegation/Information**

**DEVELOPMENT PERMIT: Delegation/Information**

File: D2014.006  
Applicant: Willow Creek Agriculture Society Board (Dave Hansma)  
Owner: Town of Claresholm  
Address: 5950 4 Street West  
Legal: Block 2, Plan 731663  
Regarding: Preliminary Site Plan for New Riding Arena at Agriplex

*Dave Hansma was available to discuss the grant funding and the proposed location for the new riding arena. He is aware of the parking and drainage issues and understands that the development permit process will address these matters. The Town of Claresholm is the land owner and will have to sign the development permit application.*

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**Administrative/Procedural**  
8:55am

**Councillor Lyl O'Neill entered the Municipal Planning Commission Meeting**



# MUNICIPAL PLANNING COMMISSION MINUTES

February 7<sup>th</sup>, 2014  
Town of Claresholm – Council Chambers

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**Item 2: Action**

**DEVELOPMENT PERMIT**

File: D2014.005  
Applicant: Starling Auction Services Ltd.  
Owner: 789580 Alberta Ltd.  
Address: 5521 2 Street East  
Legal: Block 2, Plan 7810527  
Regarding: Temporary Use Development Permit Application; Auction

**Motion to Approve  
with amended  
conditions  
by Councillor Ford**

**Seconded by  
Sharon Duncan**

**CONDITION(S):**

- 1.) *The temporary use permit is approved for a period commencing on March 6, 2014 and expiring on April 11, 2014.*
- 2.) *Pursuant to the Town of Claresholm Land Use Bylaw No. 1525 [Section 49] temporary use applications shall be subject to the following conditions:*
  - a) *the applicant or developer is liable for any costs involved in the cessation or removal of any development at the expiration of the permitted period;*
  - b) *the Development Authority may require the applicant to submit an irrevocable letter of credit guaranteeing the cessation or removal of the temporary use; and*
  - c) *any other conditions as deemed necessary.*
- 3.) *All machinery, equipment and materials must be contained within the boundaries of the property and the applicant is required to fully remove the same from the property by the expiration of the permitted period.*

**CARRIED**

**NOTE(S):**

- 1.) *The applicant must access the subject lands from 2 Street East.*
  - 2.) *The Municipal Planning Commission emphasizes that they will take into consideration, when reviewing any future applications for a similar temporary use permit, whether or not the applicant adhered to the conditions of this temporary use permit.*
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# MUNICIPAL PLANNING COMMISSION MINUTES

February 7<sup>th</sup>, 2014  
Town of Claresholm – Council Chambers

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**Item 3: Action**

**TIME EXTENSION**

File: D2012.011  
Applicant: Mike Petrovic  
Address: 4445 2 Street East  
Legal: Lot 6, Block 8, Plan 1212787  
Regarding: Extension of Development Permit and Re-Issuance of Safety Codes Permits for Incomplete Development (Commercial Truck Wash)

**Motion to Approve  
with amended  
conditions  
by Sharon Duncan**

**Seconded by  
Councillor Ford**

**CARRIED**

**CONDITION(S):**

1.) *The extension granted for the Municipal Planning Commission on the condition that all site work, including hard surfacing, concrete curbs, and landscaping, is completed during the 2014 construction season and prior to operating the commercial truck wash.*

2.) *A new Building Permit must be obtained immediately. You are required to contact Superior Safety Codes Inc. at 403-320-0734 to make arrangements to apply for another building permit and you will be required to pay a fee for the new permit based on the value of work that remains to be completed.*

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**Item 4: Action**

**WAVIER OF SUBDIVISION CONDITION**

File: D2013.130  
ORRSC File: 2013-0-148  
Applicant: Brown Okamura & Associates Ltd. (David Amantea)  
Owner: Neil & Valerie Hall  
Address: 15 Westrose Avenue & 2 Wildrose Drive  
Legal: Lot 1, Block 5, Plan 7710803  
Ptn of Lot 34, Block 5, Plan 0010011

**Motion to  
Waive Subdivision  
Condition #2 from  
the Subdivision  
Approval, dated  
November 15<sup>th</sup>, 2013  
by Councillor O'Neill**

**Seconded by  
Councillor Ford**

**CARRIED**

**Subdivision Condition #2**

2.) *That, pursuant to Section 655(1)(b) of the Municipal Government Act, the applicant or owner or both enter into a Development Agreement with the Town of Claresholm which shall be registered concurrently with the final plan against the title(s) being created.*

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# MUNICIPAL PLANNING COMMISSION MINUTES

February 7<sup>th</sup>, 2014  
Town of Claresholm – Council Chambers

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## Item 5: Delegation

**Ken Rohl, Dan Smith**

**File: D2013.133**

**Regarding: Approved Subdivision Condition #5; Cost of Road Plan**

*Mr. Rohl's written request, dated January 30<sup>th</sup>, 2014, specifies that he would like the Town of Claresholm to pay the costs associated with the approved subdivision condition #5 which states that the parcels that comprise Certificate of Title 111S213D be registered as a road plan. In consultation with his agent, the cost of this task would be between \$2,100 and \$2,625 (GST included). He contends that because the Town of Claresholm is the owner of this title, the Town should pay the cost associated with this task.*

*Further, Mr. Rohl explained that the purpose was to adjust the position of existing lot lines and feels that he (and the other property owners) are not responsible for the additional road survey costs; especially the parcels not adjacent to the properties. Mr. Smith added that he believes that a compromise between the property owners and the Town of Claresholm could satisfactorily resolve their concerns.*

*Councillor Ford questioned why the general tax payer would cover costs that are a result of a private property owner initiating a subdivision. Councillor O'Neill explained that it doesn't seem fair that the general tax payer incur costs during a subdivision process that has been initiated by the applicant.*

*Jeff Gibeau explained that it was his understanding that the subdivision was approved with condition #5 (Road Plan Requirement) because access to highway (road right-of-way) frontage is a crucial requirement of subdivision in Alberta. As it exists currently the properties do not have legal access to the highway (road right-of-way) because of the parcel of land described as, Certificate of Title 111S213D. As everyone knows an operating road (49<sup>th</sup> Avenue West) currently occupies the parcel of land described as, Certificate of Title 111S213D. However, this administrative process is necessary to legally allow the subdivision to occur.*

*Mayor Steel explained that all the costs of the subdivision are the responsibility of the applicant, but the Municipal Planning Commission will discuss the situation further. Mr. Rohl and Mr. Smith left the meeting.*

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## Item 5: Discussion

### **APPROVED SUBDIVISION CONDITION #5; COST OF ROAD PLAN**

File: D2013.133

Address: 344, 348, 352, 356 49<sup>th</sup> Avenue West

Legal: Portion of Lot 1 & 2, Block 28, Plan 7304EC

Regarding: Approved Subdivision Condition #5; Cost of Road Plan

*Upon further discussion regarding Mr. Rohl and Mr. Smith's request that the Town of Claresholm pay all or a portion of the costs associated with the approved subdivision condition #5 which states that the parcels that comprise Certificate of Title 111S213D be registered as a road plan, the Town of Claresholm Municipal Planning Commission directs staff to thank the gentlemen for their time and respond:*

- The Municipal Planning Commission's position on this issue is that the cost of the subdivision, including any ancillary requirements, should be borne by the applicant requesting the subdivision and not by the ratepayers generally, and*
  - Ultimately, the Municipal Planning Commission cannot make spending decisions on behalf of Council.*
  - If you are not satisfied with the position of the Municipal Planning Commission, you may take your request to Council.*
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# MUNICIPAL PLANNING COMMISSION MINUTES

February 7<sup>th</sup>, 2014  
Town of Claresholm – Council Chambers

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<b>Item 6: Information</b>	<b>Approved Developments (September-December 2013)</b>	<b>Taken for information</b>
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<b>10:45 a.m.</b>	<b>Adjourn</b>	<b>Motion to Adjourn By Councillor Ford</b>
		<b>CARRIED</b>

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Who says there is no such thing as a free lunch? This is your invitation to join the ATAA on Saturday, May 10<sup>th</sup>, 2014 in Lethbridge for a community meeting and a free lunch.

The Arts Touring Alliance of Alberta is a network of live performance presenters, performers and promoters. Our main focus is a strong touring industry in Alberta. Each October we present Alberta Showcase, which brings folks together for an amazing weekend of performances, promotions, workshops and networking.

ATAA members span the province – except for Lethbridge and area. We can't figure out why there is so little representation from the south when we know there is plenty of arts activity.

The ATAA Board would like to meet in Lethbridge and meet presenters from the area on Saturday, May 10<sup>th</sup>, 2014. The purpose of this meeting will be to determine your areas of concern, to encourage new presenters, and help understand the benefits of participation in the ATAA, including such things as networking with other presenters across the province.

We are now trying to determine if there is sufficient interest in the community. Would you be interested in attending a meeting? **To allow us to make our arrangements please let us know your interest by March 15<sup>th</sup>, 2014 at [info@artstouring.com](mailto:info@artstouring.com)** If you have questions call Brenda O'Donnell, the Executive Director at 780-644-4840.

Whether you are new to presenting or an "old hand" at it, meeting with the other presenters in the south zone, as well as the presenters and artists on the Board, will be extremely encouraging and invigorating

Hope to see you there!!

Ruth Dyck, South zone rep, Bow Island  
[dyckacademy@yahoo.ca](mailto:dyckacademy@yahoo.ca)  
403-545-6036